



# Secondary Catholic Sports Association

## Executive Officer

### Information for Applicants

Applicants for the position of Executive Officer SCSA should present an application letter. This letter needs to include an outline of the reasons for applying for the position.

With your application please include the following:

- a detailed Curriculum Vitae
- final Academic Transcripts/Record
- the names and contact details of three referees

### Timeline for Appointment Process

- December 7-10: Shortlisting of applications
- December 10-11 Candidates to be interviewed will be contacted
- From December 13 Interviews will commence

All candidates will receive a confirmation email on receipt of application for the position.  
*(Please note only candidates required for interview will be contacted after this initial confirmation.)*

Applications are to be emailed to [humanresources@shgc.vic.edu.au](mailto:humanresources@shgc.vic.edu.au)

Further enquiries please contact Sharon May  
Phone: 8520 9219

**Applications Close: Friday December 7 2018**