



Lake Joondalup Baptist College

How to apply – Relief Staff

1. Please read through the information
 - ✓ Staff Code of Conduct Policy
 - ✓ Statement of Faith
 - ✓ Employment Collection Notice
 - ✓ Employment Application Form – Relief Staff

2. To apply please ensure that you include the following documentation in your application:
 - Employment Application Form – Relief Staff
 - Brief covering letter
 - Resume
 - Contact details of two professional referees
 - Certified copies of qualifications and academic transcripts
 - Proof of current registration with the Teacher Registration Board of Western Australia
 - Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior commencement (Relief Education Assistants/Relief Administration staff only)
 - Working with Children check, or undertaking to apply prior to commencement

3. Submit your completed application by email in PDF format to: HR@ljbc.wa.edu.au

All applicants will receive a return email confirming that their application has been received. If you have not received this email within two days of sending your application, please contact Human Resources on 9300 7444.