

## APPLICATION PROCESS

### HEAD OF MISSION & EDUCATION

*Please review these requirements carefully*

#### APPLICATION REQUIREMENTS:

In order to apply for this position you MUST submit ALL of the following items:

- 1) A covering letter that includes your detailed response to the key selection criteria
- 2) Signed and completed Mercy Education Employment Application Form
- 3) Your detailed Curriculum Vitae

*(Please Note: The cover letter, application Form and CV are to be emailed as a single PDF)*

#### PLEASE NOTE:

- Application letter should be addressed to:
  - **Mr Christopher Houlihan, Chief Executive, Mercy Education Ltd**
- The Position Application form may be handwritten or completed electronically.
- Send application documents to:
  - [chiefexecutive@mercy.edu.au](mailto:chiefexecutive@mercy.edu.au)
- All candidates must be available for interview on **MON 06 APR 2020**

**APPLICATIONS CLOSE AT 12:00 noon on FRI 27 MAR 2020**

**INTERVIEWS FOR THIS POSITION WILL BE HELD ON MON 06 APR 2020**

Candidates should note that significant reference material regarding Mercy Education is available on our website at [www.mercy.edu.au](http://www.mercy.edu.au)