

Dear Referee

**Re: Application for Principalship at Our Lady of Mercy College, Heidelberg**

I write on behalf of the Principal Selection Panel for Our Lady of Mercy College, Heidelberg to notify you that you have been selected by the nominated applicant to act as a referee for his/her application for the principalship of Our Lady of Mercy College, Heidelberg commencing January 2018.

Please complete all pages of the Referee Form and return it via email to [chiefexecutive@mercy.edu.au](mailto:chiefexecutive@mercy.edu.au) by **5.00 pm on Monday 28 August 2017**. Completed Referee Forms will be considered by the Selection Panel in conjunction with the candidate's application. Please be assured that any information you supply will be held in strict confidence by the members of the Panel.

For your information, Our Lady of Mercy College Heidelberg (OLMC) is a Catholic College with an enrolment of 1178 girls from Years 7 to 12. The legal and financial authority of the College is vested in the governing body of the educational ministry of the Institute of Sisters of Mercy of Australia and Papua New Guinea, namely, Mercy Education Limited.

With many thanks for your valuable input in this important process.

Yours faithfully



Christopher Houlihan  
Chief Executive  
Mercy Education

*Encl: Referee's Report Form*