



**BOTANY DOWNS**  
Secondary College

## **DEPUTY PRINCIPAL**

### Contents of Application Pack:

- Application process
- Job description and person specification
- Application for position:
  - Personal profile
  - Professional profile
- Referee report form



**BOTANY DOWNS**  
Secondary College

## **BOTANY DOWNS SECONDARY COLLEGE**

### Application Process

**1. Method of application:**

Applicants should enclose their curriculum vitae along with a covering letter.

Please note that applications must be received by 4:00 p.m. Friday, 27 August 2010 at the Botany Downs Secondary College, 575 Chapel Road, Howick

Receipt of application information will be acknowledged either in writing or by email.

**2. Referees reports:**

One referee report form is included in this pack which is to be completed by someone in your current school who can comment on your suitability for this position. The appropriate sections of the first two pages are to be completed by the applicant before forwarding to the referee named. To ensure confidentiality the completed referee report is to be returned directly to the office of Botany Downs Secondary College. Referee report should arrive by Friday, 27 August 2010.

Candidates are to provide in their application form the names, addresses and contact details of three (3) other referees whom we may contact.

**3. Appointment process:**

The Principal will be facilitating the appointment process.