

ROMAN CATHOLIC EDUCATION AUTHORITY

NOTES AND INSTRUCTIONS TO CANDIDATES

- The Application Form should be completed in the candidate's own **handwriting** and forwarded to ***the Director, Roman Catholic Education Authority, Celicourt Antelme Street, Rose Hill.*** It should be clearly marked on the top left hand corner of the envelope: ***Trainee Educator (Primary)***
- It is very important for the candidate to indicate his National Identity Number in the space provided at item 12 of the Application Form.
- Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail a candidate's elimination.** It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
- Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement **will not** be accepted. Only qualified persons should apply.
- Only fully completed applications supported by the relevant certificates will be considered.
- Applications received **after** the closing date and time mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications so that they reach the Director, Roman Catholic Education Authority in time lies solely on applicants.
- Documentary evidence and a statement of relevant particulars, e.g. job description and content, dates and employer's certificate may be attached with the Application form.
- Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
- A candidate should **immediately** inform the RCEA office about any change of address.
- Recruitment by the RCEA is made solely on the basis of qualifications and merit. Candidates must guard themselves against any person who promises employment against reward, financial or otherwise.
- The RCEA reserves the right to convene for interview **only** the best qualified candidates.
- The RCEA will not give any reason to candidates not convened for interview.