

Applying @ the Griffith Business School

Thank you for your interest in working @ the [Griffith Business School](#).

We are a multi-campus school and have set ourselves the goal to be a leading, innovative provider of high-quality, cross-disciplinary and internationally relevant business education and research, emphasizing the relationship between business and society in creating sustainable enterprises.

With over 300 staff and 9,000 students, we offer some of the most innovative teaching programs supported by excellent [teaching](#) staff and our [research innovations](#) continue to grow and be internationally recognised.

If you would like to be part of an exciting, diverse and innovative School that recognises and [rewards excellence](#) please forward a brief application quoting the Vacancy Reference Number (VRN) provided in the advertisement. Your application should include a cover letter, of no more than 4 pages, outlining your claims for the position together with a curriculum vitae and list of appropriate referees. While you are not specifically required to address each selection criteria, your application should set out your claims for the position.

In addition to the general information contained in [Applying @ Griffith](#), the following information has been included to assist you in understanding the selection process so you can put *your* best case forward.

Cover Letter (including Statement of Claim)

In addition to the general information that is usually included in a [cover letter](#), your cover letter for a position in the Griffith Business School must also include your statements of claim for the position.

Your statement of claim, of no more than 4 pages, must provide the Panel with sufficient information that explains and demonstrates your ability to satisfy the selection criteria, as detailed in the position advertisement. You should therefore aim to produce a cover letter that introduces you to us, integrates your claims for the position taking into consideration the skills/capabilities listed in the selection criteria, outlines what you feel you would bring to this position, and provides us with your current contact details and those of at least three referees.

Griffith University is trialing this selection process as a result of research into the ways both applicants and Selection Panels can best present and access information.

Curriculum Vitae

Your application should include a curriculum vitae (CV) that outlines your previous experience and / or qualifications together with a list of appropriate referees. While there is certain information that is expected in a CV, there is also room for flexibility. [More CV Tips](#).

We trust you have found this information useful in helping to prepare you for applying @ the Griffith Business School and wish you all the very best.