



## Application for Appointment to a Teaching Position

### A Position Applied for

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### B Personal Details

Surname:	First Names:
Full Postal Address:	Telephone No : ( ) Email address:
Postcode:	Gender (for statistical purposes only): Male / Female
	Date of Birth (optional): ____ / ____ / ____ DD MM YYYY
Previous Surname (if used in teaching):	

### C Category of Teacher Registration (with the New Zealand Teacher Registration Board)

Registration No:  Practising Certificate Expiry Date:

Full Registration  
 Provisionally Registered  
 Not Registered  
 Registered Subject to Confirmation  
 Other (Please Specify): \_\_\_\_\_

### D Qualifications

Certificates, degrees, diplomas, or other relevant qualifications	Subjects or papers passed and levels	Date and Year Completed

Post or email your application to:  
 Ms Victoria Kerr, Principal  
 New Plymouth Girls' High School  
 Private Bag 2049  
 New Plymouth Central  
 NEW PLYMOUTH 4342

Enquiries:  
 Tel: (06) 757 3899  
 Fax: (06) 757 3882  
 Email: admin@npghs.school.nz

**E Present Employment**

Teaching Position Held (specify): _____ _____ _____	Permanent  Part Time  Relieving  Other (Specify):	Date Appointed
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**If not teaching state present occupation:** \_\_\_\_\_

**F Teaching Service** (Details in date order - use separate sheet if desired)

Position	Employer	Duties Commenced	Duties Ceased

**G Other Relevant Experience** (Use another sheet)

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**H Particular Strengths / Interests** (Use separate sheet)

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## I Referees

Approval is hereby given for the New Plymouth Girls' High School Board of Trustees to contact the referees below and enquire about the professional performance of the applicant.

Please list the names, designations and contact details of three referees.

	Name	Designation	Address	Telephone
1				Bus ( ) Home ( )
2				Bus ( ) Home ( )
3				Bus ( ) Home ( )

## J Declaration (Note: If you answer YES to any question, please provide details on a separate sheet)

1	Have you ever been convicted of a criminal offence?	Yes	No
2	Have you ever been dismissed from a teaching position?	Yes	No
3	Have you ever been refused registration or classification?	Yes	No
4	Have you ever had registration or classification as a teacher cancelled in any country?	Yes	No
5	Are you aware of any medical condition which the New Plymouth Girls' High School Board should take into consideration in deciding whether to appoint you to the position?	Yes	No
6	Are there any reasons why you should not be employed in a school environment?	Yes	No
7	It is law that New Zealand school sites are all non-smoking zones. Would you have any difficulty complying with such a policy?	Yes	No

I, \_\_\_\_\_ do solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application is true and correct.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **NOTES FOR THE GUIDANCE OF APPLICANTS**

### **Lodging an Application**

- 1) This form is to be used to apply for all teaching positions at New Plymouth Girls' High School.
- 2) Please fully complete a separate form for each position applied for.
- 3) All applicants must supply the relevant details required on this form.

### **Removal Expenses**

- 4) It is important that before accepting an appointment to a position which would necessitate moving, teachers find out whether they are eligible for removal expenses.

### **Closing Date for Applications**

- 5) It is the teacher's responsibility to ensure that the application reaches New Plymouth Girls' High School before the closing date specified in the Education Gazette. Where there is any doubt, applicants should telephone the Principal before the closing date and inform her that a formal application has been sent.