

Application for Appointment

Important Notes for Applicants

Thank you for applying for a position with our school.

If you would like a copy of the job description for this position, please contact the Principal's PA:
crimpj@kuranui-college.school.nz

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
All fields like this: are editable for you to type in your information **or** to enter an "x" to select the relevant option.
2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview, you may bring whanau / support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within seven consecutive years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time **and**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fine or costs.

Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences.

Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act, 1993.

This page must be retained on file as part of the application; it must not be removed or destroyed.

APPLICATION FOR APPOINTMENT

Position Applied For:

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Title:

Mr	Mrs	Ms	Miss	Or other preferred title:
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Surname:

First Names (in full):

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Full Postal Address:

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Contact Telephone Numbers:

Home:	Work:	Cellphone:
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Email Address:

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Are you a New Zealand citizen?	Yes	No
If not, do you have resident status?	Yes	No
Or a current work permit?	Yes	No
Have you ever had a criminal conviction? <small>(Convictions that fall under the clean slate scheme do not have to be disclosed)</small> If "Yes", please detail:	Yes	No
Have you ever received a police diversion for an offence? If "Yes", please detail:	Yes	No
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment? If "Yes", please detail:	Yes	No
Are you awaiting sentencing / currently have charges pending? If "Yes", please state the nature of the conviction / cases pending:	Yes	No
Have you been the subject of any concerns involving student safety? If "Yes", please detail:	Yes	No
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If "Yes", please elaborate:	Yes	No
Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to? If "Yes", please detail:	Yes	No
Do you have a current New Zealand driver's license? If Yes, is it: Full Restricted Learners	Yes	No
NZ Teachers Certification Status: Fully CertificatedTeacher Applying for Certification	Not Applicable Provisionally Certificated Teacher Subject to Confirmation	

Educational Qualifications: (Include institution and date conferred)

Please state your last secondary level qualification:
Please state your tertiary level qualification/s:
Please state any other qualifications that relate to the position:

Employment History:

Please outline most recent employment history, beginning with current or latest employment.

Period Worked (Dates from and to)	Employer's Name	Position Held	Reason for Leaving

All applicants: Personal Experience, Qualities and Skills for the position – please elaborate:

Teachers: Classroom Practice and Teaching Strengths:
Teachers: Curriculum Expertise and Supporting Subjects:
Teachers: Pastoral / Discipline Experience:
Teachers: Digital Learning: Kuranui College is a BYOD (Bring Your Own Device) school. List all relevant experiences and skills relating to learning with Information Technology.

Referees:

Please provide the names of three people who could act as referees for you.

At least one of these should be able to attest to your most recent work performance.

Name of Referee	Organisation and Town / City	Email Landline Cellphone	Relationship (eg Employer, Principal)

Authority to approach other referees:

Please note: If you have included written references from people other than those recorded above, we may also contact the writers of these references.

I authorise the Board or nominated representative to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes	No
I authorise the Board, or nominated representative, permission to access any information held by the Education Council, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes	No

I certify that:

The information I have supplied in this application is true and correct.

I confirm in terms of the Privacy Act, 1993, that I have authorised access to referees.

I know of no reason why I would not be suitable to work with children / young people

I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment or if appointed, may be liable to be dismissed.

Signature:

Date:

(NB: If completing this form electronically, a hard copy must be signed prior to any appointment being confirmed.)