



Coromandel Area School

Te Kura a Rohe O Waiau

TEACHING POSITION APPLICATION FORM

Please post or email to:

Principal
Koren Hopoi
Coromandel Area School
PO Box 84
Coromandel 3543
principal@coroarea.school.nz

Position applied for:

1. Please fully complete this form personally and sign and date where indicated on the second to last page.
2. If you intend to bring a support person to your interview, please indicate prior.
3. All 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. Please provide two forms of ID at your interview (one from List A & one from List B)

List A	List B
• Passport (NZ or Overseas)	• NZ Driver Licence
• NZ Firearms Licence	• 18+ card
• NZ Full Birth Certificate (issued on/after 1998)	• NZ Full Birth Certificate (issued before 1998)
• NZ Citizenship Certificate	• Community Services card
• NZ Refugee Travel Document	• Super Gold Card
• NZ Emergency Travel Document	• NZ Employee Photo Identification Card
• NZ Certificate of Identity	• NZ Student Photo Identification Card
	• Inland Revenue number
	• NZ Teachers Registration certificate
	• NZ Electoral Roll Record
	• International Driving Permit
	• Steps to Freedom Form
	• NZ issued utility bill (issued not more than six months earlier)

4. 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. If you have any queries, please contact the Principal.

PERSONAL DETAILS

Mr
 Mrs
 Miss
 Ms

Surname				
Given names				
Preferred name				
Known by any other name				
Address				
Date of birth				
Contact details	Home		Work	
	Mobile			
	Email			
Immigration Information	<input checked="" type="checkbox"/>	NZ Citizen	Resident Status	Work Permit

Certified Teacher Status	<input checked="" type="checkbox"/>	Registration No.	
Certified Teacher		Expiry date	
Provisionally Certified			
Not certificated			

Present Teaching Position			
School			
Date appointed			
Type of appointment			
Can we contact your Principal about this position?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

	Type of qualification	Date received	Received from
Educational Qualifications			

CONFIRMATION

1	<p>I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.</p> <p>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 dismissed.</p>	YES	NO
2	I am currently registered to teach in New Zealand.	YES	NO
3	<p>In accordance with the Privacy Act, I authorise the Board of Trustees to:</p> <ul style="list-style-type: none">• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the Board.• Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.• Contact the Education Council.	YES	NO
4	<p>STUDENT SAFETY <i>Cross out the statement that doesn't apply to you</i></p> <ul style="list-style-type: none">• I have never been the subject of a complaint about the safety of a student.• I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>		
5	<p>OFFENCES AGAINST THE LAW <i>Cross out the statement that doesn't apply to you</i></p> <ul style="list-style-type: none">• I have never been convicted of an offence against the law (excluding minor traffic convictions).• I have no pending charges of an offence against the law.• I have been convicted of an offence against the law. <i>Please give dates and details:</i>• I have pending charges of an offence against the law. <i>Please give dates and details:</i>		
6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE

Applicants Signature

Date

REFEREES

Please provide the names and contact details of three referees below. Referees' reports are confidential to the Board. Referees will only be contacted for candidates who are short-listed.

REFEREE'S DETAILS

Full name			
Position			
Relationship to the applicant			
Contact details	Home		Work
	Mobile		
	Email		

REFEREE'S DETAILS

Full name			
Position			
Relationship to the applicant			
Contact details	Home		Work
	Mobile		
	Email		

REFEREE'S DETAILS

Full name			
Position			
Relationship to the applicant			
Contact details	Home		Work
	Mobile		
	Email		