

# RICCARTON HIGH SCHOOL

Principal: Mr N Haywood

31 Vicki Street  
Christchurch 8042



Telephone: (03) 348 5073

Email: [vacancy@riccarton.school.nz](mailto:vacancy@riccarton.school.nz)

## APPLICATION FOR TEACHING APPOINTMENT

### Important notes for applicants

Thank you for applying for a position with our school.

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.
2. Attach a covering letter outlining the strengths and abilities you would bring to this position, and a curriculum vitae (CV) that includes:
  - a) relevant qualifications and experience, Teachers' training details, teaching service and responsibilities;
  - b) co-curricular activities you are willing to assist with.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. 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 person cited in the advertisement.

**OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.**

# APPLICATION FOR TEACHING APPOINTMENT

Please forward your application to: The Personal Assistant to the Principal, 31 Vicki Street, Upper Riccarton, Christchurch 8042; or email [vacancy@riccarton.school.nz](mailto:vacancy@riccarton.school.nz)

## A. POSITION APPLIED FOR:

## B. PERSONAL DETAILS

Title: Mr/Ms/Mrs/Miss

Surname: ..... Given Names: .....

Full postal address: .....

Email address: .....

Contact phone no.: ..... Cellphone: .....

Date of birth: .....

Previous name, if used in teaching: .....

Are you a New Zealand citizen/resident\*  \* Please ✓ as applicable.

or do you hold a Work Visa/Permit\*?  \* Relevant documents must be sighted

Please attach a certified copy of suitable photographic ID, eg Drivers License or Passport

## C. STATUS (please tick appropriate box)

Registered teacher  Teacher Registration No..... Expiry date.....

Provisionally registered teacher  Teacher Registration No..... Expiry date.....

Not registered, but have applied for registration

Not registered

## D. PRESENT POSITION HELD: .....

School .....

Date appointed: .....

Nature of present position (tick appropriate boxes)

Permanent

Part-time

Fixed term

Full time

Other (specify) .....

If not teaching, state present occupation: .....

### E. REFEREES

Please provide the names of three people who could act as referees for you. These should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Postal Address and Email	Telephone/Cellphone	Relationship/Position

### F. DECLARATION

- (a) Please describe any injury or illness, or other known conditions you have or have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

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- (b) Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment? **YES / NO**

- (c) Have you ever been considered eligible for diversion or otherwise know of any reason you should not be employed to work in the school environment? **YES / NO**

- (d) Do you have any charges pending? **YES / NO**

If **YES**, you may be asked to provide a copy of the relevant court records, and asked to comment further.

- (c) *I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified and that failure to provide correct and true information may make me liable to dismissal from the employment of the Board of Trustees.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

### G. CONFIDENTIAL ENQUIRIES

*I give Riccarton High School permission to seek information about my employment and personal background. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I understand that, if necessary, the Board of Trustees or a nominated representative, may approach persons other than the referees I have supplied, to gather information related to my suitability for appointment to this position. This may include approaching the New Zealand Teachers' Council.*

Signature \_\_\_\_\_ Date \_\_\_\_\_