



APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whānau/support people with you.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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. All applicants will be required to give consent to a Police vet.

a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.

b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:

you have not committed any offence within 7 consecutive years of being sentenced for the offence

you did not serve a custodial sentence at any time

the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)

you have paid any fines or costs

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

Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's Regulations 2015](#).

This information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

Teaching Position Application Form

Please post or email to:

Principal
 Hamilton Junior High School
 90 Heath Street
 HAMILTON 3200
rebeccah@hjhs.school.nz

Position applied for: Permanent Technology Teacher - Hard Materials

Personal Details

Surname				
Give Names				
Preferred Name				
Are you known by any other name(s)?				
Address				
Contact Details	Home		Work	
	Mobile		Email	
Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?			Yes	No
Certified Teacher Status	Registration Number:		Expiry Date:	
Please circle: Fully Registered Provisionally Registered				

Educational Qualifications

	Name	Location	Number of Years Completed	Highest Qualification Gained
Secondary School				
University				
Other				

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period Worked		Employer's Name	Position held	Reason for leaving
Start Date		End Date		
	to			
	to			
	to			
	to			
	to			
	to			

Key Responsibilities

For the following key responsibilities please share evidence of how you have successfully met these key responsibilities during your teaching experience. (Please provide additional documentation where needed with your application)

Key Responsibilities	Evidence
Planned and implemented appropriate learning and assessment programmes.	
Motivated learners to participate to the best of their ability.	

<p>Implemented effective student management strategies.</p>	
<p>Established and maintained professional relationships focused on the learning and well-being of learners.</p>	
<p>Communicated effectively with all relevant stakeholders to improve learning.</p>	
<p>Demonstrated a commitment to ongoing personal and team professional learning and improvement of professional practice.</p>	
<p>Understanding and ability to implement the Technology (including Digital Technologies) curriculum effectively in the classroom.</p>	
<p>Can confidently lead inquiry based learning in a classroom setting.</p>	

Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Organisation	Position	Contact Details

Identity Verification, Criminal Record and Right to Work		
Please circle the appropriate answer		
Immigration Information		
Are you a New Zealand citizen?	Yes	No
If not, do you have resident status, or	Yes	No
A current work permit	Yes	No
Have you ever had a criminal conviction? If "yes" please detail:	Yes	No

<i>(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014. The Clean Slate Act does not apply to schedule 2 offences).</i>		
Have you ever received a police diversion for an offence? If "yes" please detail:	Yes	No

Have you ever been discharged without conviction for an offence? If "yes" please detail:	Yes	No

Do you have a current New Zealand's driver's licence?	Yes	No
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Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "yes" please detail:	Yes	No
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Are you awaiting sentencing or do you have charges pending? If "yes" please state the nature of the conviction/cases pending:	Yes	No
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In addition to other information are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If "yes" please detail:	Yes	No
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Have you ever been subject of any concerns regarding child safety? If "yes" please detail:	Yes	No
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Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? If "yes" please detail:	Yes	No
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In accordance with the Privacy Act, by signing I authorise the board of trustees to:

- Obtain further information from the referees 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 Teaching Council of Aotearoa.

Signature: _____

Date: _____

I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims in my application may be checked. 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.

Signature: _____

Date: _____