GLENDOWIE COLLEGE

Employment Application Guidelines

Thank you for your interest in Glendowie College. Please ensure you include the following in your application:

- ☐ Letter of application
- ☐ Curriculum Vitae
- ☐ Application Form

Please email your application to Ms E Wong, Principal's PA, on won@gdc.school.nz

1. Letter of Application

This should be a brief letter, no more than several paragraphs. It should summarise your strengths, why you seek this position and what you will bring to the position and the College.

2. Curriculum Vitae

This should include:

Personal Details:	Name, address, other contact details Country of birth, citizenship, as well as a copy of photo I.D. (Passport, Drivers' Licence).
Employment History	From initial employment to the most recent. Include calendar years in each employment, name of school (organisation), and the positions held in each school or organisation.
Academic qualifications	Recognised tertiary qualifications.
Professional Development	List recent (last three to five years) significant professional development undertaken.
Referees	List three referees who can attest to your experience and suitability for this position. Provide as many contact details (e.g. phone, mobile, email) as possible.

3. Application Form

Please complete the following form and return it to Ms E Wong, Principal's PA, won@gdc.school.nz

GLENDOWIE COLLEGE

Application Form

Thank you for your interest in Glendowie College. Please complete the following form and submit it with your application.

Name: _____

Position Applied for: _____

New Zealand Teacher Registration No. (if applicable): _____

New Zealand Teacher Registration Expiry Date (if applicable): _____

Declaration:

In addition to other information provided, are there any other factors (e.g. work permit, medical, convictions or possible pending charges, etc.) that we should know to assess your suitability for appointment?

Yes / No
(Circle one)

If yes, please elaborate:

_____

_____

_____

1. I declare that to the best of my knowledge the answers and the information given in this application are correct and I understand that if any false or misleading information is given, or any material suppressed I will not be accepted, or if I am employed, my employment will be terminated.
2. I agree to Glendowie College contacting anyone in relation to my application for this appointment.

Signature: _____

Date: _____

Privacy Act 1993

This application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information. I agree to the Board of Glendowie College (or its agents) approaching my referees for a written statement of my abilities in relation to the application and, should it be necessary to seek verbal clarification from the above referees on points that may need further explanation. Furthermore, consent is given for members of the Glendowie College Board (or their agents) to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for a position at this school.