Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

APPLICATION FORM

DECLARATION
The Board has a policy to employ the best available staff to all teaching and management positions at Devon Intermediate School. All applicants must be registered teachers.

Please complete this declaration form and forward it with your application to:
The Principal, Devon Intermediate School by email: office@devonint.school.nz .

NOTE – **If you answer YES to any question you must provide further information on a separate sheet.**

- Have you ever been found guilty of a criminal offence? Yes ❒ No ❒
  (minor traffic convictions not included)

  If you have answered "yes", please **provide the date and details of the offence, or other reasons, together with any comments you wish to make.** You may be asked to provide a copy of the relevant Court record(s) obtained from the Registrar of the Court concerned. Please note, failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to be dismissed from the employment of the Devon Intermediate School Board, should you be the successful applicant.

- Have you ever been dismissed from any teaching position? Yes ❒ No ❒

- Have you ever been refused registration or had your registration or classification as a teacher cancelled in any country? Yes ❒ No ❒

- Are you aware of any circumstances, and/or medical condition, which the school should take into consideration in deciding whether you are of good character, and fit to be a teacher? Yes ❒ No ❒

STATEMENT OF THE PRIVACY ACT: In accordance with the provision and regulation of the Privacy Act 2020, I hereby give the Devon Intermediate School Board permission to contact my referees and/or the principal of schools in which I have taught and/or any other such person or agency, to gain such information as is required for the Devon Intermediate School Board to ascertain my suitability for appointment to a position at Devon Intermediate School.

Teacher Registration number: …… Expiry Date: ……..
I solemnly and sincerely declare that to the best of my knowledge and belief the information in this application is true and correct. I confirm in regards to the Privacy Act 2020, I have authorised access to referees and others for the purposes of assessing my suitability for this position.

Applicant's signature: …… Date: ……..
Failure to answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.

Shortlisted applicants are asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be police vetted. This application form and all supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 2020.

APPLICATION FOR APPOINTMENT

Position applied for:	Location:
	Devon Intermediate School

Tick One

Mr ❒ Mrs ❒ Ms ❒ Miss ❒

Or other preferred title:

Surname/Family Name:	First Names (in full):

Full Postal Address:

Phone/Email Contacts:

Private: Work:	Mobile: Email:

Professional Status:

NZ Teacher registration Number: Teacher Registration Status: Expiry date:

Educational Qualifications:

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

PERSONAL DETAILS - Including proof of identity

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? Yes ❒ No ❒ (Under the Vulnerable Children's Act 2014 core workers in schools will not be covered by the Clean Slate Act 2004 scheme) If "Yes" please detail:
Have you ever received a police diversion for any offence? Yes ❒ No ❒ If "Yes" please detail:
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes ❒ No ❒ If "Yes" please detail:
Are you awaiting sentencing/currently have charges pending Yes ❒ No ❒ If "Yes", please state the nature of the conviction/cases pending:
Have you ever been subject to any concerns involving Student safety? 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:
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? Yes ❒ No ❒ If "Yes", please detail:
Do you have a current New Zealand driver's licence? Yes ❒ No ❒ Drivers License No. _____

EMPLOYMENT HISTORY

Please outline the last 5 years employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

REFEREES

Please provide the names of at least **three** people who could act as referees for you. You can submit more written and verbal referees if you wish:

Name	Address	Contact	Relationship (eg employer, Principal, personal)
Authority to approach other referees: I authorise the Board, or nominated representative, to approach my listed referees and to access the NZ Teachers Council records, or any other persons they see fit to gather information related to my suitability for appointment to the position.			Yes ❒ No ❒
The position you have applied for requires specific knowledge, skills and personal attributes. These are stated in the person specification section and the job description. Please outline below how you have demonstrated this knowledge, and these skills and personal attributes. **NB: If these aspects are clearly covered in your CV please write SEE CV in boxes over page.**			

Experience, knowledge, skills, attributes and personal characteristics	**Past roles and ways in which you have demonstrated this experience; knowledge; skills; and personal qualities**
Teaching and Leadership Experience and Skills: Identify aspects of your career to date that demonstrates that you are a proven successful teacher and pedagogical leader in the classroom and the wider school.	
Management Experience and Skills: Identify your management philosophy and style and summarise your experience as a successful manager of a teaching team and school.	
Communication Skills: Describe your communication style and successful experience in communicating with a full range of groups within the school community.	
Inter-Personal Skills and Qualities: Summarise the personal and professional experiences that have allowed you to demonstrate and develop sound inter-personal skills and qualities.	

Summarise your Professional Development and Learning over the last 3 years

I certify that the information I have supplied in this application is true and correct. 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. I confirm in terms of the Privacy Act 2020 that I have authorised access to referees.

Privacy Statement
The information that you supply on this application form is solely to assess your suitability for employment with Devon Intermediate School. This information will be held securely at Devon Intermediate School and under Devon Intermediate School's rules of access. Information on unsuccessful candidates will be destroyed within three (3) days of the appointment being accepted. If appointed, you have the right to view your personal information held by Devon Intermediate School and may request correction if necessary.

Signature: …….. Date: ……

Note: ***If completing this electronically a hard copy (signed) must be provided.***

Please fully complete these forms personally. Read through them first then answer all questions and make sure you sign, and date where indicated. There is some repetition of some of the information required depending on its purpose.

If successfully short-listed, you will need to provide proof of identification and if successfully appointed you will be required to provide originals as proof of qualifications.