APPLICATION FOR EMPLOYMENT: St Teresa's School Karori

St Teresa's School's mission is to be.. a Catholic school where each child is nurtured to grow as a happy, faith-filled learner who is inspired to achieve excellence. Each staff member of St Teresa's School plays an integral part in leading this mission.



St Teresa's School Karori

Position: Fixed term

Position Start: Term 1 2027

Teaching - Year 7 and 8

To apply, email the following documents to teachingjob@stteresas.ac.nz:

1. Covering letter / email to share your reasons for applying, and the skills and experience you will bring to our team
2. This application form
3. Your curriculum vitae
4. Scanned copies of two forms of photo ID (successful applicant will be required to present originals)

Timeline for appointment:

1. Applications close: 3.00am Thursday 13 November

Applicant's Full Name			
Registration Type:		**Registration Number:**	
Position applying for:			
Email Address:			
Best Phone Contact:			
Postal Address			

Identity Verification, Criminal Record and Right to Work

	Yes/No		Yes/No
Are you a New Zealand Citizen?		If not, do you have resident status?	
Do you have a current New Zealand driver's licence?		Do you hold a current work permit?	
Have you ever had a criminal conviction? If "Yes", please detail: *(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)*			
Have you ever received a police diversion for an offence? If "Yes", please detail:			
Are you awaiting sentencing or do you have charges pending? If "Yes", please state the nature of the conviction/cases pending:			
In addition to other information provided 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:			
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes", please detail: If "Yes", please detail:			
Are you awaiting sentencing or do you have charges pending? If "Yes", please state the nature of the conviction/cases pending:			
In addition to other information provided 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:			
Have you ever been discharged without conviction for an offence? If yes, please detail:			
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?If "Yes", please detail:			
Have you ever been the subject of any concerns involving child safety? If "Yes", please detail:			
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? If "Yes", please detail:			

Educational Qualifications

	Name(s)	Location(s)	Number of Years	Highest Qualification Awarded
Secondary School				
Tertiary Qualifications				
Other				

Relevant Employment History

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

Place of Work / School	Position Held	Dates employed	Reason for Leaving

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. 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	Organisation	Position / Relationship to applicant	Best contact

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Yes ☐ No ☐

I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.

Yes ☐ No ☐

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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.

Signature _____ Date _____

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