St Matthew's Collegiate School

Employment Application Form

Please answer every section on this form. Only a fully completed application form combined with your Curriculum Vitae and a covering letter will be considered for employment. If your application is successful, the information you have provided will form part of our Human Resources records.

Position Title: _____

PERSONAL DETAILS

Family Name: _____

First or Given Names: _____

Preferred Name: _____

Miss/Ms/Mrs/Mr/Other

Full Postal Address _____

Email _____

Mobile Phone No. _____

Home Phone No. _____

If your application is successful when can you start? _____

How did you find out about this position? _____

Highest Academic Qualification: _____

Teacher Registration Number: _____

Please provide details of your latest period of employment _____

Employment period _____

Position _____

Reason for Leaving _____

Note: St Matthew's Collegiate School reserves the right to use any relevant employment related information that it might hold about you as an employee when assessing your suitability for the position you are applying for.

HEALTH & SAFETY

The following information is required to assist St Matthew's Collegiate School to meet its obligations under the Health and Safety at Work Act 2015 and the Injury Prevention Rehabilitation and Compensation Act 2001, and to assess your ability to perform the duties of the position safely.

It is important that you let us know of any health issues or disability that you have that is relevant to the role you are applying for. If you require special services or facilities, and it is reasonable for St Matthew's Collegiate School to supply these, then we will work to accommodate you. ***Letting us know that you have a medical condition or disability will not exclude you from being considered for the position.***

- Do you suffer from or have you suffered from any injury or medical condition caused by gradual process, disease or infection (e.g. gradual process injury, back injury or strain, hearing loss, sensitivity to chemicals) which the tasks of this job as listed in the job description may aggravate or contribute to?

  Yes/No *(please circle one)* If "Yes" please provide details.

- Have you any other injury or medical condition which may affect your ability to effectively and safely carry out the functions and responsibilities of this position?

  Yes/No *(please circle one)* If "Yes" please provide details. Also detail any technical aids, equipment or adaptations to the workplace that would increase your ability to perform the requirements of the role.

  _____

Note: In some situations, further specific medical information relating to the requirements of this position may be needed. In such cases the applicant may be required to undertake a pre-employment medical examination, (arranged and paid for by St Matthew's Collegiate School).

REFEREES

Please provide the names and contact details of two referees whose consent has been obtained and who may be contacted for a confidential reference. (Where possible at least two of these referees should be previous employers and have supervised or been senior to you in your current or most recent employment).

NAME	**REFEREE 1**	**REFEREE 2**
Name and Relationship		
Position & Organisation		
Address		
Telephone Number		

CRIMINAL OFFENCES

As an educational institution those working within St Matthew's Collegiate School are placed in positions of trust. We therefore request that you answer the following questions:

Have you been convicted or discharged without conviction as a result of criminal charges in New Zealand (excluding those convictions protected from disclosure by the Criminal Records [Clean Slate] Act 2004) or any other country? **Yes / No** *(please circle one)*

Are there any charges pending against you? **Yes / No** *(please circle one)*

If you answered "Yes" to either or both of the above questions, please provide details:

Due to being located at a school any successful applicant will be required to pass a police vetting check.

DECLARATION

I declare the above information and any attachments that I have provided to St Matthew's Collegiate School in applying for this position are complete, accurate and correct, and I have not omitted any information that would affect the decision to employ me.

I understand that if I am successful in my application and it is subsequently discovered that information I have provided is not complete, accurate and correct or I have failed to disclose information, my employment may be terminated.

SIGNED _____ DATE _____

Please do not send folders or original documents. Documents will not be returned.