Coatesville School

Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position at our school. Please ensure that you have a copy of the person specification before completing this application.

1. Please fully complete this form. Read it through first 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 you include written references, please note that we may contact the writers of the references.

3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.

4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.

7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 **and**
    - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
    - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
    - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences included fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact rjohnson@coatesvilleschool.nz.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

COATESVILLE SCHOOL - APPLICATION FOR APPOINTMENT

Position(s) applied for (please highlight):

Teacher - Full time, Permanent Year 2 class

Circle One

Mr Mrs Ms Miss Or other preferred title:

Ethnicity:_____

(confidential information to be used for EEO purposes only)

Surname/Family Name	First Names (in Full)

Have you changed your name by deed poll / statutory declaration Yes No

Other Names Known By

Full Postal Address

Contact Telephone Numbers

Private:	Work:

Email

Teacher Registration / Practising Certificate:

Number:	Status:	Expiry Date:

Please tick the appropriate boxes

Are you a New Zealand citizen?	Yes	No
If not, do you have resident status, or	Yes	No
A current work permit?	Yes	No

Convictions Against the Law

Have you ever had a criminal conviction? (*convictions that fall under the clean slate scheme do not have to be disclosed)*	Yes	No
If YES please detail:		

Have you ever received a police diversion for an 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:		

Health

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 task of this job may aggravate or contribute to?	Yes	No
If YES, please detail:		

Other

In addition to other information provided are there any other factors that we should know about to assess your suitability for appointment and ability to do the job?	Yes	No
If YES, please elaborate:		

Educational Qualifications:

Please state your highest secondary level qualification:

_____ Year Completed _____

Please state your tertiary level qualification/s: Year Completed

* _____
* _____
* _____

Please state any other qualifications that relate to the position:

Employment History:

Please outline your most recent employment history, beginning with current or latest employment

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees:

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Telephone (Work AND home/mobile)	Relationship to you (e.g. employer)

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

Suitability for the position

Please summarise your reasons for being a strong candidate for the position you are applying for at Coatesville School.

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 1993 that I have authorised access to referees.

Signature _____Date _____