Hutt Valley High School
Te Kura Tuarua o Te Awakairangi

84-114 Woburn Road, Lower Hutt 5010
Private Bag 31 909, Lower Hutt 5040
Telephone: +64 4 566 4584
office@hvhs.school.nz
www.hvhs.school.nz

APPLICATION FORM FOR APPOINTMENT

Hutt Valley High School is an Equal Employment Opportunities Employer.

Position: _____

Name: _____
Dr/Mr/Mrs/Ms/Miss **Surname** **First name(s)**

If you have taught under another name, please indicate: _____

Address: (home) _____

Address: (work) _____

Telephone: (home) _____ (work) _____

Mobile: _____

Email address: _____

Current Teacher Registration Number _____

Type: ☐ Full ☐ Provisional ☐ STC

PLEASE EMAIL TO office@hvhs.school.nz :
1. Your current curriculum vitae including details of qualifications, teaching, and other relevant employment experience
2. An accompanying letter stating the particular strengths/interests you will bring to this position
3. Completed Application Form.

Referees:
Provide details of three people who will act as referees for you:

Name	Email Address	Contact Telephone

DECLARATIONS

1 Have you lived overseas for 12 or more months in the 10 years prior to this application?

Yes ☐ No ☐ Indicate countries_____

2 Have you ever been convicted (or have pending charges) of a criminal offence in New Zealand or overseas or otherwise know of any reason why you should not be employed to work in the school environment?

Yes ☐ No ☐

3 Have you ever been the subject of any complaint concerning the safety of a student?

Yes ☐ No ☐

4 Do you have any known condition, injury or illness that may affect your ability to carry out the duties and responsibilities outlined in the position description?

Yes ☐ No ☐

If you have answered "Yes" to either of these questions, please attach any comment or clarification that you would like to make. You may be asked to provide correct and true details or copies of relevant records if you answered "Yes". (Failure to provide true and correct details of a conviction or criminal offence for reason of position unsuitability, will make you liable to dismissal should you be the successful applicant. Failure to provide true and correct information about your medical history may result in loss of entitlement to any compensation from ACC or the Board's workplace accident insurer).

I, _____ declare that to the best of my knowledge the answers in this application form and the information provided in my curriculum vitae are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Signed: _____ Date: _____

PRIVACY ACT

1 **Purpose for which the information is collected:**
The information is collected for staff selection purposes. Please contact the school if you have any difficulty with the form.

2 **Storage**:
The information is held at Hutt Valley High School. It is accessible by senior administration staff. The information relating to unsuccessful candidates will be destroyed after six months.

3 **Access to and correction of information**:
At any time you may request access to the information, and you may request correction of the information.

I authorise Hutt Valley High School to seek information about my employment record and personal background from any of my nominated referees, former employers, Teachers' Registration Board, and Police. I understand that this information will be treated in complete confidence. On release of any relevant information, this shall act as sufficient discharge to the above organisation and people.

Signed: _____ **Date:** _____

(applicant)