ST HELIERS SCHOOL APPLICATION FOR APPOINTMENT

1. POSITION _____

2. PERSONAL

First Names (s) : _____

Preferred Name: _____

Surname: _____

Date of Birth: _____

Contact Information

Telephone Numbers:

Business: _____ Mobile 1: _____

Home: _____ Mobile 2: _____

Email Address 1: _____

Email Address 2: _____

Full Postal Address: _____

_____

3. EDUCATIONAL QUALIFICATIONS

Please indicate degrees, diplomas, etc. completed:

_____

_____

_____

Note: Certified copies will be requested at a later date.

New Zealand Teachers Certificate

Date of Certification: _____

Teachers Council Number: _____

Registration Type: _____

Expiry Date: _____

4. PRESENT APPOINTMENT OR LAST POSITION HELD

Position: _____ Date Appointed: _____

School: _____ Salary Scale: _____

5. Referees

Name	**Position**	**Telephone Number**

The referees listed above are aware of my application for this position YES / NO

I give consent for the appointments committee to contact the Principal of my current school YES / NO

6. PREVIOUS TEACHING EXPERIENCE

Please list most recent teaching experience first followed by next most recent teaching experience and so on.

Class Level	Tenure (Permanent/LTR, etc.)	Salary Scale	School	Ministry District	Date From (Year)	Date to (Year)

7. APPOINTMENTS INFORMATION

List experience and abilities relevant to the requirement(s) stated in the advertisement, indicating current level of experience. This may include:

(a) Practical involvement in successful teaching programmes
(b) Performance as a school resource person or as part of a resource group
(c) Activities/Projects where you gave leadership/guidance to colleagues or teacher trainees. (you may continue on a separate sheet)

_____

_____

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List particular qualifications relevant to the requirement(s) stated in the advertisement. Your qualification may include:

(a) Areas of specialisation
(b) Advanced studies for Teacher qualifications, university degrees, diplomas, etc.
(c) Teacher development courses
(d) Other relevant studies/diplomas, eg.ATCL (Speech and Drama), LRSM, etc

Please show name, position and contact phone numbers of person(s) who could verify your information.

_____

_____

_____

_____

_____

8. CRIMINAL CONVICTIONS

Have you ever been convicted of an offence? YES / NO (circle one)

If 'YES' provide a brief explanation below (Minor traffic infringements are exempt):

_____

9. STATEMENT

I certify that the information provided on this application is to the best of my knowledge correct. I understand that details may be verified. I understand that any information relied upon by St Heliers School and supplied by me, or in the supply of any other information requested from me by St Heliers School in its appointment process, if later found to be false or misleading may result in my dismissal from the position if I am appointed. I agree to St Heliers School contacting anyone listed in this application.

In accordance with the Privacy Act 2020, I give consent for the St Heliers School Board or their representative to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore I also consent for the Board or their representatives to make enquiries of past or present employers, colleagues, NZTC or equivalent overseas professional bodies or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Applicants Signature _____ Date _____

10. IDENTITY VERIFICATION

Should you be successful in being shortlisted we will ask you to assist us with confirming your identity by bringing to the school office two forms of identification. Primary identification, your passport or birth certificate, and secondary identification, your driver's license or letter from the Inland Revenue Department showing your IRD Number.