Francis Douglas Memorial College

Application for a Teaching position

Thank you for applying for a position in our school.

1. Please complete this form personally and fully in your own handwriting even if identical details are recorded in your CV. Make sure you sign and date the last page.
2. If not supplied already, attach a curriculum vitae. If you include written testimonials, please note that we may contact the writers of them.
3. Copies only of qualification certificates should be attached. If successful in your application you may be required to provide originals as proof.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.

To: The Principal, tst@fdmc.school.nz:

I wish to apply for the position of:
as advertised in (include publication and date):

Full Name: Dr/Mr/Mrs/Ms/Miss:	
Date of Birth:	
Postal Address:	
Phone:	Mobile:
Email:	

New Zealand registration status: Full / Provisional / Subject to Confirmation / LAT / Unregistered	
If currently or previously employed in the NZ education system insert your MOE number:	
If registered as a NZ teacher, insert your number:	Expiry date:
Qualifications and dates received:	
College of Education:	Year of Graduation:
Course Taken:	
Subjects and levels you are willing and able to teach:	
Teaching experience (include: position, school name, subjects and dates)	

Other Details:

Special qualifications, experience or strengths that equip you to perform well in this position:
Wider curricular activities you are willing to assist us with:

Questions relating to your employment

Francis Douglas Memorial College is a Catholic school. Are you willing to support our Catholic character in a professional manner while the school employs you? *Yes / No*

Have you ever been convicted of any offence against the law, apart from minor traffic convictions, or otherwise know of any reason why you might be considered an unsuitable person for employment in a school environment? *Yes / No*

Do you have a current driver's licence? *Yes / No*

Do you have any disability, medical condition or injury that would affect your ability to effectively carry out the tasks and responsibilities of the job you are applying for? *Yes / No*

If yes, please provide details (please include any services or facilities which would allow you to carry out this role satisfactorily?)

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Note: The Human Rights Act 1993 defines disability as, "physical disability or impairment, physical illness, psychiatric illness; intellectual or psychological disability or impairment, the presence in the body of organisms capable of causing illness, any other loss or abnormality of a body or mind function; and reliance on a guide dog, wheelchair or other remedial means".

Are you a New Zealand Citizen? *Yes / No*

If you are not a New Zealand Citizen, do you have Resident Status? *Yes / No*

If you are not a New Zealand Citizen and if you do not have the right of permanent residency here, then New Zealand Immigration Legislation requires us to ask the following question:

Do you hold a current work permit? *Yes / No*

Expiry date: ……

Referees

We require contact details of three referees for all positions.

1.	2.	3.
Phone:	Phone:	Phone:

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

The school will hold this application form and supporting documents. You may access it in accordance with the provisions of the Privacy Act 2020.

Declarations:

Please read the following statements and if you agree to it sign below:

In accordance with the Privacy Act 2020, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in the application and give consent to the referees making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present employers, colleagues, NZTC or equivalent overseas professional body 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.

I consent to a police vet being undertaken in the event that I am short listed for this position.

I declare that the answers to the questions in this application are true and correct and accept that should my application be successful, the foregoing information will form part of my Contract of Employment and falsification of information is grounds for dismissal.

Full Name: .....

Signature: ..... *Date: .....*

Please email to tst@fdmc.school.nz