APPLICATION FORM: Assistant Principal

To: Verdon College Principal and Board of Trustees

I wish to apply for the position of teacher of _____

advertised in _____ on _____

1. **Full Name** Mr/Mrs/Miss/Ms/Sr/Br _____
   Surname First Names

2. **Postal Address** _____

   Phone _____ Home _____work

   _____ Mobile

3. **Date of Birth** _____

4. **Current Registration and Practising Certificate Issued.**

   Fully registered Yes/No Number _____ Expiry Date _____
   Provisionally registered Yes/No Number_____ Expiry Date _____

5. ***Please complete the following if not included within your CV.***

CERTIFICATE, DEGREES, DIPLOMAS	YEAR COMPLETED	SUBJECTS/PAPER PASSES AND LEVELS
OTHER QUALIFICATIONS		

6. COLLEGE OF EDUCATION

ATTENDED	COURSE TAKEN	YEAR(s) ATTENDED

7. WHICH SUBJECTS ARE YOU ABLE TO TEACH (include levels)

SUBJECTS	LEVELS

8. WHAT IS YOUR CURRENT POSITION AND THE DATE OF YOUR APPOINTMENT?

_____

9. PREVIOUS TEACHING EXPERIENCE/EMPLOYMENT HISTORY
Please give details in date order of previous teaching experience and length of services including all positions of responsibility, if not included within your CV.

POSITION	SCHOOL/COMPANY	PRINCIPAL SUBJECT TAUGHT AND LEVEL	DUTIES COMMENCED	DUTIES CEASED

10 Which co-curricular activities can you actively support?

_____

_____

11. Particular strengths and interests

_____

_____

12. OVERSEAS TEACHER

If you are an overseas trained teacher do you have:
(please circle one)

Work Permit

Permanent Residence

Temporary Visa and no work permit

Other

13. Declaration
Note: If you answer yes to any question, you must provide further information on a separate sheet

1. Have you ever been found guilty of a criminal offence? YES/NO

2. Have you ever been dismissed from any teaching position? YES/NO

3. Have you ever had registration or classification as a teacher cancelled in any country? YES/NO

14. Please nominate three referees below, if not already included within your CV. It is the responsibility of the applicant to supply a Referees Form to each of the referees and to ensure that the completed forms are turned to the school by_____

NAME OF REFEREE	ADDRESS	TELEPHONE	RELATIONSHIP

I understand that references provided by my named referees will be used for the purposes of considering my suitability for the position.

I authorise the Board of Trustees to make further verbal or written enquiries from my referees and/or my previous employers. **YES/NO**

Please send a copy of your Curriculum Vitae and other supporting material with your application.

Completed applications to be forwarded to:
jeruera@verdoncollege.school.nz

Please note that Verdon College has a 'Smoke Free Policy' which forbids any smoking within the grounds or building by any member of staff, student or member of the public.

I _____ do solemnly and sincerely declare that to the best of my knowledge and belief all the information given above and submitted as part of my application is entirely true and correct:

_____ Applicant's Signature

_____ Date

Information

Thank you for applying for the position with our College. Please ensure you have a copy of the job description before completing this application.

1. **Please fully complete this form personally. Answer all questions and make sure you sign and date where indicated on the last page.**

2. **Attach a CV contain any additional information. If you include written references, please note that we may contact the writer of these 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 qualification.**

4. **Failure to complete this application and answer all questions truthfully may results in any offer of employment being withdrawn or appointment being terminated if any information is found to be false.**

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

6. **If you are appointed to the position your application form and supporting documents will be held by the school. You may access it in accordance with the provision of the Privacy Act 1993.**

Confirmation

1. **Do you certify that the information given in this application and Curriculum Vitae is to the best of your knowledge correct?**

2. **Do you, in accordance with the Privacy Act, authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board of Trustees?**

3. **Do you authorise the Board of Trustees to make other enquires as they see fit in relation to your application and consent to the disclosure of information to the Board of Trustees by such persons of whom enquiry is made on matters pertinent to the job description and person specification.**

Applicants' Signature _____

Date _____