STRATFORD HIGH SCHOOL

Te Kura Tuarua O Whakaahurangi

P O Box 204, Stratford, NZ
Principal: C Stone B.Ed, DipTchSec
Tel: (06) 765 6039
E-mail: mail@stratfordhigh.school.nz
Website: www.stratfordhigh.school.nz

Application and Appointment Procedure for a teaching position

Important notes for applicants

1. Please fully complete this form *personally.* 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.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. 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.
7. CV's provided by non-successful applicants will not be returned. Application forms and CV's from non-successful applicants will be held until the appointments process is completed and then will be destroyed.

If you have any queries, please contact the person cited in the advertisement. Thank you for applying for this position with our school.

This page is for your information.

STRATFORD HIGH SCHOOL

Principal: Mr C Stone
Deputy Principal: Mr S Harris
Deputy Principal: Ms A Yule

Swansea Road, Stratford 4332
PO Box 204, Stratford 4352
Telephone (06) 765 6039
Email: mail@stratfordhigh.school.nz

APPLICATION FOR APPOINTMENT

Position: _____

Name: _____

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

Date of Birth: _____

PLEASE ENCLOSE:

1. Your current curriculum vitae including details of qualifications, teaching and other relevant employment experience, including any extra curricular activities you are willing to assist with.
2. An accompanying letter stating the particular strengths/interest you will bring to this position.
3. Your CV will not be returned after the application process is completed unless you supply a SAE.

Referees:

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

Name	**Address**	**Contact Telephone**	
		Home	Work

Applications should be addressed to the Principal, Stratford High School, at the above address.

DECLARATIONS

1 Have you ever been convicted 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 ☐

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

Yes ☐ No ☐

3 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 any 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 Stratford High School. It is accessible by senior administration staff.

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 Stratford 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 and I understand that this information will be treated in complete confidence. This shall act as sufficient discharge to the above organisation and people on release of any relevant information.

Signature: _____ Date: _____
(applicant)