EDGEWATER COLLEGE

Employment Application Guidelines

Vacancy:

Thank you for your interest in Edgewater College. Please ensure you include the following in your application:

- ☐ Letter of application
- ☐ Curriculum Vitae
- ☐ Application Form

You may send your application in by post or email it.

1. Letter of Application

This should be a brief letter, no more than several paragraphs. It should summarise your strengths, why you seek this position and what you will bring to the position and the College.

2. Curriculum Vitae

This should include:

Personal Details:	Name, address, other contact details. Citizenship, Teacher registration information.
Employment History	From most recent to initial employment. Include calendar years in each employment, name of school (organisation), and the positions / responsibilities held in each school or organisation.
Academic qualifications	Tertiary qualifications, year gained, institution.
Professional Development	List recent (last three to five years) significant professional learning / development undertaken.

3. Application Form

Complete the attached form and return it with your application to:

Janet Van Borssum
Business Manager
recruitment@edgewater.school.nz

EDGEWATER COLLEGE

Employment Form

Vacancy:

Thank you for your interest in Edgewater College. Please complete the following form and submit it with your application.

Section A. Personal Information

Name:

Address:

Home phone: **Cell phone:**

Email address:

Declaring relevant relationships:

Are you related to any Edgewater College employee or Board member? Yes ☐ No ☐

If so, please provide the name of the employee or Board member:

Section B. Teacher registration and certification

Certification number: **Expiry Date:**

Type of Practicing certificate:

☐ **Tūturu** (Full Category One) ☐ **Tōmua** (Provisional) ☐ **Pūmau** (Full Category Two / STC)

OR

☐ **Tūranga Whakaako Whai-herenga** | Limited Authority to Teach (LAT)

Note a Tūranga Whakaako Whai-herenga | Limited Authority to Teach (LAT) is not a practicing certificate and is not intended for registered teachers. However, it enables people without a teaching qualification to teach in positions where there is need for specialist skills or skills are in short supply, but which are not permanent roles, for example teachers of musical instruments or languages. LATs must be reissued every year.

Section C. Current Employment

Position: **Appointed (year):**

School:

For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking? Yes ☐ No ☐

Section D. Co-curricular Activities

A commitment to the co-curricular life of the school is expected of successful applicants. Please indicate what commitment you would make to sport and / or cultural and / or co-curricular activities if appointed to a role at Edgewater College.

Section E. Declaration

In addition to other information provided, are there any other factors (e.g., medical, work permit, etc.) that we should know to assess your suitability for appointment? Yes / No ***(circle one)***

If yes, please elaborate:

Have you ever been convicted of any criminal offence (not including traffic offences) in a court of law, or do you currently have any criminal charges pending, either in NZ or an overseas jurisdiction? Yes / No ***(circle one)***

If yes, please elaborate:

Section F. Referees

Please provide names, email address and contact phone numbers of **three** referees, one of whom is a current or previous employing BOT member and/or Principal.

Name:			
Email Address:			
Contact phone:		Cellphone:	
Capacity in which you have known this person:			

Name:			
Email Address:			
Contact phone:		Cellphone:	
Capacity in which you have known this person:			

Name:			
Email Address:			
Contact phone:		Cellphone:	
Capacity in which you have known this person:			

Section G. Final Application Approval

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

2. I agree to Edgewater College contacting anyone in relation to my application for this appointment.

Signature:

Date:

Privacy Act 1993

This application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information. I agree to the Board of Trustees (or its agents) approaching my referees for a written statement of my abilities in relation to the application and, should it be necessary to seek verbal clarification from the above referees on points that may need further explanation. Furthermore, consent is given for members of the Board of Trustees (or their agents) to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for a position at this school.