Mission Heights
JUNIOR COLLEGE
GROWING GREATNESS
KIA MANA AKE

103 Jeffs Road, Mission Heights, Auckland
PO Box 64 448, Botany Town Centre, Auckland 2163
Phone: +64 (09) 277 7881
Email: admin@mhjc.school.nz **Web:** www.mhjc.school.nz

Teaching Appointment Application Form

In addition to completion of this application form, please provide a current curriculum vitae and covering letter. Applications must be submitted digitally to: Principal's P.A. principalspa@mhjc.school.nz.

Personal Details	
Last name:	
First name:	
Birth name / other name(s) known by:	
Gender (optional):	
Ethnicity (optional):	
Date of birth (optional):	
Preferred contact number:	
Address:	
Email address:	
Please indicate earliest possible starting date:	
Registration Details	
NZ Teacher Registration Number	
NZ Teacher Registration Expiry Date	
Registration Status (Full, provisional, conditional, with conditions)	
Years of Teaching Experience	

Qualifications / Current Studies		
Degree / Qualification	Date Obtained (year)	Name of Institution

Past Employment
Please start with your most recent employment and work backwards and include all of your previous employment record. Note: This section should be completed regardless of whether it is detailed in your CV.

Start Date	End Date	Employing organisation, contact name and phone number	Your position in this organisation	Reason for leaving

Professional Memberships	
Are you a member of any professional institutions? If yes, please list to the right.	

Reference Checking	
Do you consent to us contacting your present or previous employers for the purpose of reference checking? (Please highlight) If your response is “no”, no approach will be made to your current employer until you agree. Any future offer will be conditional upon receipt of satisfactory references.	Yes No

References
We require a minimum of three referees. At least two of these people should preferably be individuals you have worked with in your present or previous roles.

	Referee #1	Referee #2	Referee #3
Name:			
Title:			

School / organisation:			
Contact details (phone and email):			
Relationship to you:			

Health (optional)	
Do you have any long term illness, injury, condition or disability that may affect your ability to perform in this position? If the response is “yes”, please provide details:	Yes No
Please outline any special services or facilities you may need to assist you to perform the position.	

Right to Work / Criminal Conviction	
Do you have a legal right to work in New Zealand?	Yes No
Is this because you are a New Zealand citizen or permanent NZ resident? If not please explain (You may be required to produce evidence)	Yes No
Have you ever been convicted of a criminal offense or are you awaiting the hearing of any criminal charges? If yes, please give details.	Yes No
Have you had any dealings with the police? If yes, please give details.	Yes No
We are required by legislation to police check all employees. Any appointment is subject to a satisfactory police check. Do you consent to the school conducting a police check?	Yes No

1. Under the Criminal Records (Clean Slate) Act 2004, you do not need to declare your NZ conviction if ALL of the following apply:
(a) It has been 7 or more years since your most recent conviction and you have not re-offended; and
(b) You have never had a custodial sentence imposed upon you (including detention at home, in hospital or at any secure facility); and
(c) You have paid any fines/costs/compensation/reparation.

Regardless of how long ago you were convicted, you are not eligible to conceal your conviction if: you have ever been convicted of a sexual offence; or you have ever been disqualified from holding a drivers licence for repeat offending involving alcohol/drugs; or the convection was from overseas.

Drivers Licence	
Do you have a current New Zealand Drivers Licence? Drivers Licence Number:	Yes No
Have you ever been disqualified? If yes, please give the details.	Yes No

Student Safety	
Please declare if there has been any complaint or concern made about you with regards student safety? If the response is yes, please give details.	Yes No

Conflict of Interest	
Do you need to declare any conflict of interest which may arise from your employment at MHJC?	Yes No

Application Questions	
What curriculum areas are you able to teach?	
What appeals to you particularly about this position?	
Discuss briefly your educational philosophy in the context of a Junior College (Year 7-10).	
To realise our vision of “growing greatness through innovative, constantly evolving, personalised learning” we require teachers	

and leaders who are flexible, collaborative and thrive on challenges. Please comment on your suitability for this role. You may wish to provide examples of educational innovation or initiatives you have been involved in.	

Declaration

I declare that the information I have submitted with this form and in connection with my application for potential employment is true and correct. I understand that if any false information is given, or material suppressed, I may not be accepted or if I am employed, my employment may be immediately terminated.

I irrevocably authorise you to contact any or all of my previous and current employers, including any employers that I have not nominated on this application. Any information supplied is supplied in confidence as evaluative material and will not be disclosed to me.

This position is subject to police vetting and that my employment may be terminated if information is obtained through this process which affects my suitability for employment.

The information on this form is sought for the purpose of assessing your suitability for employment with **Mission Heights Junior College**, and will be retained, used and disclosed only in accordance with the Privacy Act 1993.

I HAVE READ AND FULLY UNDERSTAND THIS DECLARATION:

Signed:

Dated: