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EMPLOYMENT APPLICATION FORM

Please complete this form and submit it with your cover letter and current CV. Applications from internal and external candidates are welcome. Information provided will be treated confidentially and used for recruitment and applicable safety checking.

1 | Applicant details

Full legal name	
Preferred name (optional)	
Postal address	
Phone number	
Email address	
Current school / employer	
Current position	

2 | Professional registration and qualifications

☐ I hold a current Teaching Council practising certificate. ☐ Yes ☐ No

Teaching Council registration number	
Practising certificate expiry date	
Highest teaching qualification	

3 | Right to work in New Zealand

Do you currently have the legal right to work in New Zealand for the full proposed period of employment?
☐ Yes ☐ No

If subject to visa conditions, please specify any conditions relevant to this role:

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5 | Professional referees

Please provide two professional referees, ideally including your current or most recent principal or manager. We will contact referees in accordance with the consent you give below.

Referee 1

Name and position	
Organisation / school	
Professional relationship to you	
Email address	
Phone number	

Referee 2

Name and position	
Organisation / school	
Professional relationship to you	
Email address	
Phone number	

May we contact your current employer at this stage? ☐ Yes ☐ No ☐ Please discuss with me first

6 | Child safety and employment suitability

The appointment is subject to applicable identity, qualification, registration, reference and children's worker safety checks, including a police vet where required. Further information may be requested as part of that process.

Have you been subject to any formal disciplinary, professional conduct, competence or child-safety finding, or any current formal investigation, relevant to your suitability to work with children? ☐ Yes ☐ No

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If yes, please provide relevant details below or attach a separate confidential statement. A disclosure will be considered fairly and does not automatically exclude an applicant.

Details (if applicable):

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Are there any current legal restrictions or conditions that would prevent you from performing the essential duties of this role or working with children? ☐ Yes ☐ No

If yes, please provide relevant details:

Do you require any reasonable adjustments to participate in the recruitment process or perform the essential duties of this role? ☐ Yes ☐ No ☐ Prefer to discuss privately

7 | Privacy and consent

Otaua School will collect, use and store the information in this application for recruitment and related employment checks in accordance with the Privacy Act 2020. Information will be available only to those involved in the appointment process and any authorised check providers as appropriate. You may request access to, or correction of, your personal information.

I consent to Otaua School contacting the referees I have listed, subject to my selection above concerning my current employer. I understand that the school will discuss with me any proposal to contact an additional person not listed as a referee.

☐ I give the above referee-checking consent.

8 | Applicant declaration

I declare that the information supplied in this form and the documents accompanying my application is true, accurate and complete to the best of my knowledge. I understand that material misrepresentation or omission may affect my application or employment. I understand that any offer of employment is conditional on satisfactory completion of required checks.

Applicant signature	

Date	

9 | Application checklist

☐ Completed application form ☐ Cover letter ☐ Current CV ☐ Two professional referees

Please submit your completed application using the method and by the closing date stated in the vacancy advertisement.