Villa Maria College
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# APPLICATION FOR APPOINTMENT

**A. Application for Appointment to the position of** Intermediate Teacher Full Time Permanent
as advertised in Education Gazette / College Website on November 2026

***Please complete this cover sheet and attach to your Curriculum Vitae***

**Note: Your application should reach the College by:** Wednesday 10 December @ 3pm

**B. Personal Details**:

Surname _____ First Name _____

Full Postal Address _____

Contact Phone No. Private _____ Business _____

Cell-phone No. _____ E-mail _____

Previous name if used in teaching _____

**C. Registration Status**: *(Please tick appropriate boxes)*

Full registration [ ] Provisional [ ] ***(Attach copy of Registration card)***
Subject to Confirmation [ ] Not Registered [ ] ***(Expiry date: )***

**D. Present Teaching Position** _____

School _____ Date Appointed _____

Nature of present position *(tick appropriate boxes)*

Permanent ☐ Part-time ☐ Full-time ☐ Relieving ☐
Other ☐ *(please specify)* _____

**E. One highlight from your total work experience:**

_____

**NOTE:** Please ensure that your Curriculum Vitae contains details of:

i Qualifications including conferring authority and year obtained
ii Teaching Service, including name of school(s) year(s) and subjects taught
iii Special duties performed and responsibilities undertaken
iv Co-curricular activities
v Involvement in subject associations, teacher organisations etc
vi Non-teaching work experience (paid/unpaid), including special goals, experience, strengths
**vii. Please include with your application a copy of your Passport**
**viii. Please include with your application a copy of your Driver's License.**

**F. Health:**

What is your present state of health? _____

Have you had any significant time off for sickness of any kind in the past five years? If so, please specify. *(Medical Certificate may be supplied)*

_____

_____

**G. Experience in Special Character of Catholic School:** Villa Maria College is an Integrated State School. The Special Character of Villa Maria College is that it is a Roman Catholic School for Girls. Please read the information sheet "The Character of the Catholic School" enclosed.

**H. Referees:** Please nominate three referees who will supply confidential reports to our Board .

1 *Dr/Mr/Mrs/Ms/Miss* Initials _____ Surname _____ Position _____

Address: _____

Telephone (Private) _____ (Business) _____

(email ) _____ (Fax) _____

2 *Dr/Mr/Mrs/Ms/Miss* Initials _____ Surname _____ Position _____

Address: _____

Telephone (Private) _____ (Business) _____

(email) _____ (Fax) _____

3 *Dr/Mr/Mrs/Ms/Miss* Initials _____ Surname _____ Position _____

Address: _____

Telephone (Private) _____ (Business) _____

(email) _____ (Fax) _____

**I.**

Have you ever been charged or convicted of any offence against the law or charged in the Youth Court under your current name or previous name/s used? **YES/NO**

Do you know of any reason why you should not be employed at Villa Maria College? **YES/NO**

Have you ever been under competency or discipline proceedings? **YES/NO**

Have you ever been dismissed from a teaching position? **YES/NO**

- **I have read the information sheet "The Character of the Catholic School" and understand the commitment it involves**
- **I give permission for Villa Maria College to seek information about my employment record and personal background from my current and previous employers including my nominated referees**
- **I solemnly and sincerely declare that to the best of my knowledge and belief the information given is true and correct.**

Signed: *(Applicant)* _____ Date:

1. **Purpose for which the information is collected** The information is collected for staff selection purposes.
2. **Storage.** The information is held at Villa Maria College, 21 Peer Street, Christchurch. It is accessible to members of the Appointments Committee only.
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.

Signed: (*Applicant)*_____ Date: