CHRIST'S COLLEGE
CANTERBURY
Each boy at his best.

EMPLOYMENT APPLICATION FORM - Teaching

This form is supplementary to your cover letter and CV. *As part of our safety checks, we ask that your CV contain a chronological work history for the five years preceding your application. If there are gaps in this, please summarise the reasons for these.*		
Position applied for		**Date:**
Personal Details		
Title		
Surname/Family name		
First names (in full)		
Preferred name		
Pronouns		
Postal address		
Email address		
Preferred contact number		
Ability to Perform the Role		
Are you able to safely and satisfactorily perform the essential duties of this position, with reasonable workplace adjustments if required?	☐ **Yes** ☐ **No**	
If you require any reasonable adjustments to participate in the recruitment process, or to perform the role, please provide details or contact Human Resources. You are not required to disclose a diagnosis or medical condition unless it is relevant to your ability to safely perform the role.		

Relevant Qualifications	
eg BA, Masters, PhD **Institution from which qualifications were attained.** The College will verify qualifications, teacher registration, and practising certificate details as part of its pre-employment checks. You may be asked to provide supporting documentation.	
NZ Teacher Registration number if applying for a teaching role.	
Entitlement to Work in New Zealand	
To ensure that College meets its employer obligations under the terms of your visa (where relevant) please include evidence and terms of your visa or alternatively, permanent residency where appropriate.	
Child Safety	
Teaching positions at Christ's College involve working with children and are subject to safety-checking requirements under the Children's Act 2014 and associated regulations. Any appointment will be conditional on the College completing a satisfactory children's worker safety check. This includes identity verification, confirmation of work history and teacher registration, an interview, reference checks, consideration of relevant information, Police vetting where required, and a risk assessment. Please disclose any pending criminal charges, convictions, current professional conduct investigations, disciplinary findings, restrictions on your professional practice, or other circumstances that may be relevant to your suitability to work safely with children. If you are unsure whether a matter is relevant, you are welcome to discuss it confidentially with Human Resources. Providing information does not necessarily prevent appointment. Any information disclosed will be considered fairly, confidentially, and in relation to the requirements of the position.	

<table>
<tr><td rowspan="2">Reference Checks

Please provide two professional referees who are not related to you and who can comment on your recent work performance and suitability to work with children. Wherever possible, one should be your current or most recent direct manager.

By providing references you agree for Christ's College to contact the referees named below for the purpose of assessing my suitability for this position, including my suitability to work safely with children.</td><td>Name of Referee

Relationship to applicant

Organisation

Contact Details

Position held</td></tr>
<tr><td>Name of Referee

Relationship to applicant

Organisation

Contact Details

Position held</td></tr>
<tr><td colspan="2">Cover Letter, CV Details, Teacher Registration and Practising Certificate.</td></tr>
<tr><td>Please attach your cover letter.</td><td></td></tr>
<tr><td>Please attach your CV.
Please outline any reasons for any gaps in your work history.</td><td></td></tr>
<tr><td>Please attach your Teacher Registration and Practising Certificate details.</td><td></td></tr>
<tr><td>Please confirm supplementary subjects that you can teach</td><td></td></tr>
</table>

Privacy Statement:

Christ's College collects the personal information in this application to assess your suitability for employment, undertake required pre-employment and children's worker safety checks, communicate with you about your application, and meet its legal obligations.

Your information will be accessed only by those involved in the recruitment and appointment process, and by service providers or authorities involved in authorised pre-employment checks where necessary. Information may also be disclosed where required or permitted by law.

Providing the requested information is voluntary; however, if required information is not provided, the College may be unable to progress your application or offer employment.

Information relating to the successful applicant will be retained as part of their employment record. Information relating to unsuccessful applicants will be securely destroyed when it is no longer required, unless the applicant has consented to it being retained for consideration for future opportunities.

You have the right to request access to, and correction of, personal information held about you. Requests or questions about the collection and use of your information can be directed to Human Resources at HRAdvisor@Christscollege.com

I declare that, to the best of my knowledge, the information I have provided in this application and the accompanying documents is true, complete, and not misleading.

I understand that any offer of employment may be conditional on the satisfactory completion of relevant pre-employment and children's worker safety checks.

I authorise Christ's College to verify the information I have provided and to undertake the checks to which I have consented in this application.

I understand that deliberately providing false or misleading information, or omitting material information, may result in the withdrawal of an offer or, where employment has commenced, further employment action.

Signature: _____ Date: _____