



application for appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the position description with person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. If successful in your application you will be required to provide originals of qualification records as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement or as school contact person.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section of the job description. **Statements in following sections should refer to requirements of position as noted in the position description and advertisement.** Please outline below how you meet each of these attributes and abilities. Even though you are attaching a C.V, please fill this out in full. **Continue any section on a separate sheet, if necessary. Do not duplicate what is contained in your C.V.**

Knowledge, skills, attributes and personal characteristics	Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics	What did you do which demonstrated this?

I certify that I am registered (or provisionally registered) as a New Zealand Teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____ Date _____

Note *If completing this electronically a hard signed copy must be provided*

PRIVACY ACT 1993 (To be signed by the Applicant)

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 this 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 to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position at this school.

APPLICANT'S SIGNATURE

DATE

OFFICE USE ONLY:

Date application received:

Time: