**Coatesville School**

Application for Appointment

**IMPORTANT NOTES FOR APPLICANTS**

Thank you for applying for a position at our school. Please ensure that you have a copy of the job description and/or person specification 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. **Please provide a stamped self-addressed envelop if you would like your CV returned**.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
   * You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
   * You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, maslaughter, rape and causing serious bodily harm) **and**
   * The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
   * You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences included fines, reparation orders, community-based sentences and suspened sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

1. 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.

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

**COATESVILLE SCHOOL - APPLICATION FOR APPOINTMENT**

Position(s) applied for:

|  |
| --- |
| Please indicate the positions you are applying for - and year levels preferred.  You may certainly apply for more than one position.  Year 1 – 2  Year 3 – 4  Year 5 – 6 |

Circle One

Mr Mrs Ms Miss Or other preferred title:

Ethnicty:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(confidential information to be used for EEO purposes only)

Surname/Family Name First Names (in Full)

|  |  |
| --- | --- |
|  |  |

Have you changed your name by deed poll / statutory declaration Yes No

Other Names Known By

|  |
| --- |
|  |

Full Postal Address

|  |
| --- |
|  |

Contact Telephone Numbers

|  |  |
| --- | --- |
| Private: | Work: |

Email

|  |
| --- |
|  |

Please tick the appropriate boxes

Are you a New Zealand citizen? Yes No

If not, do you have resident staus, or Yes No

A current work permit? Yes No

Teacher Registration / Practising Certificate:

|  |
| --- |
| Number: Status: Expiry Date: |

**Convictions Against the Law**

Have you ever had a criminal conviction? Yes No

(*convictions that fall under the clean slate scheme do not have to be disclosed)*

If YES please detail:

Have you ever received a police diversion for an offence? Yes No

If YES please detail:

Have you been convicted of a driving offence Yes No

which resulted in temporary or permanent loss of   
licence, or imprisonment?

If YES please detail:

Are you awaiting sentencing/currently have charges Yes No

pending?

If YES please state the nature of the conviction/cases pending:

**Health**

Have you had any injury or medical condition caused by Yes No

gradual process, disease or infection, such as occupational

overuse syndrome, stress or repetitve strain injuries,

which the task of this job may aggravate or contribute to?

If YES, please detail:

**Other**

In addition to other information provided are there Yes No

any other factors that we should know about to assess your

suitability for appointment and ability to do the job?

If YES, please elaborate:

**Educational Qualifications:**

Please state your highest secondary level qualification:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Completed \_\_\_\_\_\_\_\_\_\_\_\_

Please state your tertiary level qualification/s: Year Completed

\* \_\_\_\_\_\_\_\_\_\_\_\_

\* \_\_\_\_\_\_\_\_\_\_\_\_

\* \_\_\_\_\_\_\_\_\_\_\_\_

Please state any other qualifications that relate to the position:

**Employment History:**

Please outline most recent employment history, beginging with current or latest employment

|  |  |  |  |
| --- | --- | --- | --- |
| Period Worked | Employer’s Name | Position Held | Reason for Leaving |
|  |  |  |  |
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|  |  |  |  |

**Referees:**

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you included written references from people other than those recorded below, please note that we may contact the writers of these references.

|  |  |  |
| --- | --- | --- |
| Name | Telephone (Work AND home/mobile) | Relationship to you (e.g. employer) |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Authority to approach other referees:** I authorise the Board, or nominated representative, to approach persons other that the referees whose names I have supplied to gather information related to my suitability for appointment to the position. | Yes | No |

**Suitability for the position**

Please summarise your reasons for being a strong candidate for the position(s) you are applying for at Coatesville School.

I certify that the information I have supplied in this application is true and 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. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_