



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 job description and 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.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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, manslaughter, 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 include fines, reparation orders, community-based sentences and suspended 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.

8. 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.

Edgewater

— College

32 Edgewater Drive, Pakuranga

Auckland, New Zealand

Ph: (09) 576 9039 Fax: (09) 576 9037

Principal: Allan Vester M.Soc.Sci.(Hons), Dip Tchg., Dip.Ed.Man.

APPLICATION FOR APPOINTMENT

To: The Principal, Edgewater College, 32 Edgewater Drive, Pakuranga, Auckland

Position applied for:

Applications close on:

PERSONAL DETAILS:

Mr / Mrs / Miss / Ms Surname:

First names:

Postal address:

Contact phone numbers:

Home:

Work:

Mobile:

Fax:

Email:

If you are not a New Zealand citizen and if you do not have the right of permanent residency here, then New Zealand Immigration legislation requires Edgewater College to ask the following questions:

Do you have a Work Permit: Yes / No

Expiry date:

Languages:

What is your first language?

For teaching positions only:

TEACHER'S REGISTRATION – PRACTISING CERTIFICATE

Registration number:

Type of New Zealand registration:

Expiry date of registration:

Full STC Provisional

QUALIFICATIONS

This section may be omitted if application is accompanied by a CV that includes these details.

Certificates, degrees, diplomas or other relevant qualifications. <i>You may be required to produce original qualification documents.</i>	Year	Institution

EMPLOYMENT HISTORY

This section may be omitted if application is accompanied by a CV that includes these details.

PRESENT EMPLOYMENT:

Present position held: _____

at: _____

Date appointed: _____

Do you consent to the College contacting your present employer for the purposes of reference checking? **Yes / No**

NOMINATED REFEREES:

Include name, address, phone number and current position.

1.	2.	3.

I consent to Edgewater College seeking verbal or written information about me from referees and authorise the information sought to be released. **Yes / No**

Signature: _____ Date: _____

If appointed to the position, when could you commence employment? _____

GENERAL

Have you been convicted of a criminal offence? Yes / No

Are you awaiting the hearing of charges in a civil or criminal court of law? Yes / No

Do you have a current driver's licence? Yes / No

Do you have any demerit points or endorsements? Yes / No

If yes, please detail: _____

Are you a member of any territorial force unit? Yes / No

If so, have you completed whole time training? Yes / No

MEDICAL

Do you smoke? Yes / No

Do you agree to undergo a medical examination if required? Yes / No

Are you allergic to or have sensitivity to any substance or chemicals? Yes / No

Do you require corrective lenses or contact lenses? Yes / No

Have you ever suffered from a back injury requiring time off work? Yes / No

State any serious injury or illness you have suffered that may affect your ability to effectively carry out the functions and responsibilities of the position applied for: _____

Have you ever claimed accident compensation? Yes / No

If yes, please advise the nature of the injury: _____

Do you have any other known condition that may affect your ability to effectively carry out the functions and responsibilities of the position applied for? Yes / No

If yes, please detail: _____

Do you have any other known condition that might put staff or students at risk? Yes / No

If yes, please detail: _____

DECLARATION:

I, (full name) _____ declare that to the best of my knowledge the answers in this application are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted or, if I am accepted, my employment may be terminated.

Signed: _____ Date: _____