

# **BROWNS BAY SCHOOL**

## **APPLICATION FOR POSITION AT BROWNS BAY SCHOOL**

(This form should be completed and attached to a CV or other supporting data)

### **Your Curriculum Vitae (CV)**

Your CV should contain significant and relevant recent professional development and your past employment.

### **Privacy**

The information you provide on this Application for Employment will be collected and held by the Principal of Browns Bay School. It is being collected for the purpose of assessing your suitability for employment in the position applied for.

If your application is successful this form will be retained on your personal file. If unsuccessful the form will be destroyed after three (3) months.

You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

### **Personal details**

Surname ..... Given Names .....

Address .....

..... Post Code .....

Home Phone (.....) .....

Mobile Phone (.....) .....

Email: .....

Current teacher classification [e.g. "Full"] .....

Registration Number ..... Expiry date .....

### **Citizenship & Permission to Work in NZ**

Are you a NZ or Australian citizen? YES / NO

If not, do you have a current NZ or Australian permanent residency? YES / NO / Not applicable

If not, do you have a current NZ work permit? YES / NO / Not applicable.

If you have a work permit, please state when it started and when it expires.

Valid from ..... Expires .....

### **Health**

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the vacancy you are applying for may aggravate or contribute to, or that may affect your ability to carry out the work of the vacancy you are applying for?

YES/NO

If "Yes", what are the details of your condition.

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## **Current Employment**

Name and address of school .....

Year you started at the school .....

Current salary step .....

## **Education**

Tertiary Education completed

Qualification	Institution	Graduating Year

Current Tertiary Studies.

Qualification	Institution	% Completed (estimated)

## **Referees**

We will contact your referees who should have known you in your professional capacity. For communication reasons these people should, as far as possible, be in NZ. One of these referees should – unless you have a specific reason – be your current principal. Family members are not suitable as referees.

1 Name.....

Relationship to you .....

Position held and where .....

Work Phone .....Home Phone .....Mobile.....

2 Name.....

Relationship to you .....

Position held and where .....

Work Phone .....Home Phone .....Mobile.....

## **Legal Clarifications**

The Browns Bay School Board of Trustees may seek a police clearance from all short-listed or preferred applicants prior to confirmation of appointment.

DO read the Declaration at the end of this form before answering these questions.

- |   |  |          |
|---|--|----------|
| 1 | Have you been convicted of any offence against the law – apart from minor traffic convictions or parking offences? | YES / NO |
| 2 | Have you been charged with any criminal offence since your teacher registration was renewed?                       | YES / NO |
| 5 | Do you have any criminal charges pending?  | YES / NO |
| 6 | Is there any reason why the NZ Teachers Council might decline to renew your teacher registration when it expires?  | YES / NO |

READ THE NEXT ITEM VERY CAREFULLY.

- |   |  |          |
|---|--|----------|
| 7 | Are your stated qualifications genuine in every respect? | YES / NO |
|---|--|----------|

## **Declaration**

I certify that the information provided is correct and no relevant material/information has been omitted. I understand that this information will be used for the purposes of processing this application and understand that any incorrect or misleading information or important information that has been omitted during the appointment process (including interviews) may disqualify me from consideration, or if appointed, make me liable for dismissal.

Signed ..... Date.....

## **Authorisation**

Do you agree to inquiries being made as to the accuracy of information contained in this application form, curriculum vitae or attached documents or any other matter relating to your suitability for employment? (This doesn't mean that we will make enquiries of any or all of these people or organisations).

- |                  |          |
|------------------|----------|
| Current employer | YES / NO |
| Past employers   | YES / NO |
| Other referees   | YES / NO |
| Former principal | YES / NO |
| Teachers Council | YES / NO |
| Police           | YES / NO |

Signed ..... Date.....

## **Equal Employment Opportunity Statistics**

Schools in NZ are legally committed to Equal Employment Opportunities (EEO).

To comply with the State Sector Act (1988), schools are required to collect statistical information to monitor EEO. This information is voluntary and is gathered for statistical purposes only. It will NOT form part of your application for this position.

Please tick the appropriate boxes below:

### Gender.

Male	[    ]
Female	[    ]

### Ethnicity.

NZ Maori	[    ]
NZ European / Pakeha	[    ]
Pacific Islander	[    ]
Asian	[    ]
Other European	[    ] eg. English
Other ethnic origin	[    ] eg Arabic

### Disability.

The following is the Recommended International Standard of Disability used by the World Health Organisation (WHO).

*“Your activity is limited by a long-term condition or health problem that has lasted six months or more [or is expected to last six months or more].”*

Do you consider yourself to be in this category?                      YES / NO