



# ROSEHILL COLLEGE

## Application For Appointment

### IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with Rosehill College. Please ensure you have a copy of the job description and person specifications before completing this application.

1. Please complete this application in full. 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.
3. Only copies of qualifications should be attached. If successful in your application, you will be required to provide originals as proof of qualifications relevant to the position. International applicants will be required to provide certified copies in English.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise us if this is your intention.
5. **Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand drivers licence).** A list of acceptable primary and secondary identity documents can be found in the last sections of the Children's Regulations 2015. Current Teacher's Registration in New Zealand will be required and checked.
6. Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
7. This application form and supporting documents will be held by the school. For the successful applicant these documents will be held on their personnel file, otherwise the information will be securely destroyed after 90 days. 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.**

# ROSEHILL COLLEGE

## Application For Employment - Teaching Staff

Position:

### Personal Information:

Legal

Name:

Full Name

Preferred

Name:

Select One:

Mr

Mrs

Ms

Miss

Other:

Address:

Post Code

Phone:

Mobile

Home

Email

Address:

### Qualifications:

Name on Teacher Registration:

Teacher Registration No.:

Expiry Date:

Classification:

Full

Provisional

Subject to Confirmation

LAT

*If Provisional or Subject to Confirmation please state reason e.g. First / second year teacher, overseas teacher*

MOE Number:

Degrees/Post Graduate:

University:

Date Received:

Other Qualifications:

Provider

Date Received:

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## Declaring Relevant Relationships

Are you related to any Rosehill College employee or Board Member? Yes  No

If **YES**, please provide information:

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## Teaching Experience

Please list your teaching service in the last ten years starting with your current position.  
*This must be completed.* Additional experience can be listed on your CV.

School/Employer

From

To

Position

From

To

Permanent

Fixed Term

Reason for leaving:

School/Employer

From

To

Position

From

To

Permanent

Fixed Term

Reason for leaving:

School/Employer

From

To

Position

From

To

Permanent

Fixed Term

Reason for leaving:

School/Employer

From

To

Position

From

To

Permanent

Fixed Term

Reason for leaving:

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For the purposes of compliance with the Privacy Act 2020, do you consent to the school contacting your present/previous employer for the purposes of reference checking?

Yes  No

Are you a New Zealand Citizen? Yes  No

A current work permit? Yes  No

If not, do you have residency? Yes  No

Do you have a current full, clean New Zealand driver's license? Yes  No

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## Health

Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?

Yes  No

If **YES**, please specify:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injury, which the tasks of this job may aggravate or contribute to?

Yes  No

If **YES**, please specify:

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## Convictions Against the Law

Have you ever been convicted of any criminal offence? (other than a minor traffic offence)

Yes  No

If **YES**, please list criminal convictions, except in those cases where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004.

Are you awaiting sentencing/currently have charges pending?

Yes  No

If **YES**, please specify:

Have you ever received Police diversion for an offence?

Yes  No

If **YES**, please specify:

Have you been the subject of any concerns involving child safety?

Yes  No

If **YES**, please specify:

In addition to other information provided are there any factors that we should know to assess your suitability for appointment and your ability to do the job?

Yes  No

If **YES**, please specify:

The Board reserves the right to contact authorities to verify any claim made.

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# Referees

Please provide names, addresses and phone numbers of three (3) referees, one of whom is a current or previous employing Board member and/or Principal (if you are not a newly qualified teacher).

1.   
Name

Address

Contact Phone Number Email Address

Capacity in which you have known this person:

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2.   
Name

Address

Contact Phone Number Email Address

Capacity in which you have known this person:

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3.   
Name

Address

Contact Phone Number Email Address

Capacity in which you have known this person:

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

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## DECLARATION:

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information is suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Applicants full name:

Signature:  Date:

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