

# Application For Employment

## Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please complete this application form using the following guidelines:

1. You need to fill out this form yourself. Please also ensure you attach your cover letter and CV with your application.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
4. Under the **Vulnerable Children Act 2014** we are required to undertake safety checking processes. Safety checking is the process of gathering information from a job candidate, their former employers, the New Zealand Police, professional organisations, and interviews to undertake a risk assessment as part of a robust recruitment process.

We will undertake all the required safety checks below before any offer of employment is made

- \* Confirm your identity
- \* Confirmation of current Teaching Registration / Practicing Certificate for Teachers
- \* Obtain information on past work history, qualifications & professional memberships
- \* Interviewing of shortlisted applicants
- \* Reference checking will be done for all applicants who are shortlisted for an interview.
- \* An overall risk assessment will be done to ensure we are satisfied that the applicant would not pose a risk to the safety & wellbeing of children if employed

**Once completed, please email your application form with a cover letter and CV to:**

[admin@hillmorton.school.nz](mailto:admin@hillmorton.school.nz)

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# Application For Employment

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Position Applied for:

Permanent / Fixed Term:

## PERSONAL DETAILS

Name in full (any alternative to naming conventions here?):

Preferred name:

Email:

Phone Number:

Address:

Postcode:

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NZ Citizen or Permanent Resident: YES  / NO

If no, do you have a NZ Work Visa: YES  / NO

Criminal Conviction: YES  / NO  Discharge without Conviction: YES  / NO

Details:

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Are there any health-related conditions which could impact on your ability to perform the position applied for:

Details of the health-related conditions, including what, if any, reasonable steps that can be taken to accommodate these conditions:

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**EMPLOYMENT INFORMATION**

Teacher Registration Number:

Teacher Registration Expiry Date:

**Current and Previous Teaching Positions: Preferably for up to five years**

| From | To | Employer | Position |
|------|----|----------|----------|
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*Leaving Reason*

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| From | To | Employer | Position |
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*Leaving Reason*

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| From | To | Employer | Position |
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*Leaving Reason*

**QUALIFICATIONS**

| Degree | University | Year |
|--------|------------|------|
|        |            |      |
|        |            |      |
|        |            |      |

Other Qualifications:

|  |  |  |
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Relevant Experience:

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**REFEREES** (Note-You must include your current employer or most recent employer (if not currently working))

Name:

Phone:  Email:

*Capacity in which you have known this person:*

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Name:

Phone:  Email:

*Capacity in which you have known this person:*

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Name:

Phone:  Email:

*Capacity in which you have known this person:*

Any other additional information you consider relevant:

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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 suppressed, I will not be employed, or if I am employed, my employment will be terminated:

Applicant's Full Name:

Applicant's Signature

Date: