

Highfield School

APPLICATION FOR THE POSITION OF SCALE A TEACHER commencing Term 1 2022

APPLICANT'S PERSONAL DETAILS:

Name: _____

Address: _____

Contact phone number: _____ Fax: _____

Mobile: _____ E-mail: _____

Present employment: _____

CONFIRMATION:

In accordance with section 9 of the Privacy Act 1993 I authorise the Highfield School Board of Trustees to contact any of the following to obtain information to assist the Board to assess my suitability for the above position.

- i) named referees
- ii) current and/or previous employers
- iii) current and/or previous principals
- iv) NZEI and/or STA personnel (i.e. industrial advisors etc.)
- v) any person referred to in your application or by your referees.

The confidentiality of this information to the Board of Trustees and those involved in the selection process is protected under Section 29 (iii) of the Privacy Act 1993.

I certify that the information given in this application is, to the best of my knowledge, correct. I understand that this information may be verified.

Applicant's Signature: _____ **Date:** _____

Please address this application to

Stuart Wilcox, Principal, Highfield School, 30 Rimu St, TIMARU

It needs to reach us no later than 12noon, Friday 01 October 2021

Confirmation of Receipt of Application

If you would like us to confirm that we have received your application please tell us where the confirmation should be sent (post, fax, e-mail);

For our office use

Date received	
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Confirmed	
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Entered	
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CURRICULUM VITAE: Please summarise the following information from your curriculum vitae and **send a copy of your Curriculum Vitae with the application.**

PREVIOUS EMPLOYMENT IN EDUCATION:

School	Position	Class Level	Date duties began	Time in position

RELEVANT EXPERIENCE AND INTERESTS outside teaching

QUALIFICATIONS: (Educational or other relevant qualifications)

Qualifications	Date attained

SUITABILITY FOR THE POSITION:

Please say why you believe you are suitable for the position, outlining your strengths and relevant experiences.

- Please show who will be able to verify this information.
- This information may be given in your own format or on the format below.

STATEMENTS	PERSON ABLE TO VERIFY THE STATEMENTS

If necessary please continue on another sheet and attach it firmly to this form.

CONVICTIONS AGAINST THE LAW:

Have you ever been convicted of any offence against the law?
 (apart from minor traffic offences not involving disqualification or imprisonment)

YES / NO

If you have please, enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the registrar of the court concerned. You may wish to enclose comments regarding the offence. A conviction may not necessarily prevent you from being appointed to the position.

REFEREES:

Please list below up to three (3) people you have asked to act as a referee for you. At least one should be a person you have worked with recently. The appointment committee may contact these people for further information.

Name	Position	Contact address & phone no.

Please attach a copy of your current **Practising Certificate** []

EQUAL EMPLOYMENT OPPORTUNITIES INFORMATION: (for statistical purposes only)

Gender: M / F Date of Birth: _____ Ethnic Identification: _____

Thank you for your application, please include a stamped, self addressed envelope for the return of your curriculum vitae.