



St. Oran's College

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 specifications 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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**
 - a. 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**
 - b. The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - c. 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.

APPLICATION FOR APPOINTMENT

Position applied for	Location
Biology/Science Teacher, full time, fixed term (LTR, study leave)	St Oran's College

Tick One: Mr Mrs Ms Miss

Or other preferred title:

Surname/Family Name	First Names (in full)

Contact Telephone Number	
Private:	Business:

Please tick the appropriate boxes:

Are you a New Zealand citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If not, do you have resident status, or	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A current work permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever had a criminal conviction? (<i>convictions that fall under the clean slate scheme do not have to be disclosed</i>)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "Yes" please detail:				

Have you ever received a police diversion for an offence?

Yes

No

If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?

Yes

No

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending?

Yes

No

If "Yes" please state the nature of the convictions/cases pending:

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

Yes

No

If "Yes" please elaborate:

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

Yes

No

If "Yes" please detail:

Will you have had your first Covid vaccination by 15 November 2021, and be fully vaccinated by 1 January 2022?

Yes

No

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Address	Telephone	Relationship (e.g. employer/principal)

Authority to approach other referees:

Yes No

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied to gather information related to my suitability to the position.

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section of the job description. Please outline below how you meet each of these attributes and abilities. Even though you are attaching a C.V. please fill this out in full. The contact person cited in the advertisement can assist with any questions you might have.

Knowledge, skills, attributes and personal characteristics	Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics	What did you do which demonstrated this?

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signature: _____ Date: _____

Note: If completing this electronically a hard copy (signed) must be provided.



ST ORAN'S COLLEGE
Person Specification – Biology/Science Teacher

TENURE: Full time, fixed term (LTR, study leave)

RESPONSIBLE TO: Principal

PERSON SPECIFICATION	
1.	Be academically qualified for the position and be currently registered with a practising certificate.
2.	Have a sound knowledge of current curriculum developments to teach the required subjects.
3.	Be able to create a learning environment that meets the needs of a wide range of learning abilities.
4.	Knowledge and experience of National Standards would be beneficial, as our reporting of student data is currently on a similar basis.
5.	Possess skills in ICT and be able to use ICT to enhance the teaching/ learning.
6.	Be well organised and able to work to deadlines
7.	Be willing to be involved in out of school events.
8.	Recognise the worthwhile role single sex schools play in the education for girls.
9.	Be willing to contribute to our co-curricular programme and support the special character of our college.
10.	Have a sense of humour and a passion for teaching.

Initial here: _____



ST ORAN'S COLLEGE
Tutor Group Teacher
Job Description

TENURE: Full time/Fixed term (study Leave)

RESPONSIBLE TO: Principal

PRIMARY OBJECTIVES

1.	Ensure all members of the Tutor Group receive appropriate pastoral care and discipline.
2.	Support the Special Character of St Oran's.
3.	Establish mentoring systems in the Tutor Group.
4.	Conduct personal interviews and establish personal plans annually for each Tutor Group member.
5.	Be involved with and support House activities.
6.	Monitor individual student's presentation / uniform, behaviour and absences.
7.	Co-ordinate reports and facilitate careers advice.
8.	Carry out all administrative tasks as required.
9.	Be the first point of contact in communications with parents.
10.	Attend Tutor Group sessions / assembly as and when required.
11.	Be available for Tutor Group activities / functions especially when involving parents.

Initial here: _____