



APPLICATION FOR APPOINTMENT

HOD MUSIC

2021

TENURE	Full Time, Permanent
RESPONSIBLE TO	Principal – SEHC Senior School SEHC Board of Trustees
FUNCTIONAL RELATIONSHIP WITH	Principal Board of Trustees Senior Leadership Team Heads of Department Support Staff Parents/Caregivers Students

Privacy

The information you provide on this Application for Appointment will be collected and held by the school. It is being collected for the purpose of assessing your suitability for employment at Sir Edmund Hillary Collegiate Senior School.

If your application is successful, this form will be retained on your personal file. If unsuccessful the documents provided will be destroyed. You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

Procedure

This application form, your CV and cover letter and should be sent via email to the Principal's PA – Mrs Meti Soane: msoane@sehc.school.nz

Email Subject: **Application for HOD MUSIC 2021**

Please read the following statement before you continue with your application.



1. Attach a curriculum vitae (CV) containing any additional information, if necessary.
2. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide the originals as proof of qualifications.
3. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
5. All applicants will be required to give consent to a Police vet.
6. Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the **Vulnerable Children Act 2014**, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
7. The **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
 - you did not serve a custodial sentence at any time
 - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
 - you have paid any fines or costs
8. Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
9. 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 driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
10. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.



A. PERSONAL PROFILE

SURNAME	
FIRST NAME	
ADDRESS	
MOBILE	
HOME PHONE	
EMAIL	
TEACHER CERTIFICATION NO.	
EXPIRY DATE	

CURRENT EMPLOYMENT

POSITION	
SCHOOL	
YEAR STARTED	
LENGTH IN CURRENT POSITON	

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.



EDUCATION

Qualifications Summary (Please make sure your qualifications are available should they be called upon to verify your Tertiary Education)

QUALIFICATION	INSTITUTION	YEAR OF GRADUATION OR % COMPLETED

TEACHING AREAS (Current and previous)

TEACHING AREA	SUBJECTS TAUGHT	YEAR LEVEL

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

PERIOD WORKED		EMPLOYER (or reason for gap in employment)	POSITION HELD	REASON FOR LEAVING
Started date	End date			
	To			
	To			
	To			
	To			



Referees

We will contact your referees who should have known you in your professional capacity. One of these referees should – unless you have a reasonably specific reason – be your current Principal. Family, extended family members or friends are not suitable as referees.

1.

NAME	
RELATIONSHIP TO YOU	
POSITION HELD & WHERE	
EMAIL	
CONTACT PHONE	

2.

NAME	
RELATIONSHIP TO YOU	
POSITION HELD & WHERE	
EMAIL	
CONTACT PHONE	

3.

NAME	
RELATIONSHIP TO YOU	
POSITION HELD & WHERE	
EMAIL	
CONTACT PHONE	



LEGAL CLARIFICATIONS

The 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 ever been declared a bankrupt or discharged bankrupt? If yes, please detail.	YES / NO
2	Have discipline procedures ever been commenced against you in any of your employment history?	YES / NO
3	Have you been convicted of any offence against the law – apart from minor traffic offences? If yes please detail.	YES / NO
4	Have you been charged with any criminal offence since your teacher certification was gained and/or renewed. This includes Diversion. Please give detail.	YES / NO
5	Do you have any criminal charges pending? If yes, please detail.	YES / NO
6	Have you had or are involved in any school discipline issues? If yes, please give detail.	YES/NO

Is there any reason why the Teaching Council of Aotearoa New Zealand might decline to renew your teacher certification?
Yes / No

A board may not employ or engage a children's worker who has been convicted of an offence specified in [Schedule 2 of the Vulnerable Children's Act 2014](#). The Clean Slate Act 2004 does not apply to schedule 2 offences.

I CERTIFY THE FOLLOWING:

I know of no reason now or in the past why I pose any risk whatsoever to children.

I have no convictions that would preclude me from working as a Children's Worker

There are no investigations or other matters relating to working with children that I have not disclosed.

Signed: _____

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?

Current employer YES / NO

Past employers /other referees YES / NO



DECLARATION

Part A

I, _____

(full name) consent to Sir Edmund Hillary Collegiate seeking verbal or written information on a confidential basis about me from representatives of my former employers and/or referees, and authorise the information sought to be released to the Board of Trustees of Sir Edmund Hillary Collegiate or its delegee, for the purpose of ascertaining my suitability for the position for which I am applying. I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Part B

I, _____

(full name) consent to Board of Trustees of Sir Edmund Hillary Collegiate or its delegee to make any reasonable enquiries concerning my background to assist in assessing my suitability for the position for which I am applying.

Part C

I, _____

(full name) declare that to the best of my knowledge and belief the information provided in this application, and in any curriculum vitae enclosed, is accurate. I understand that if any false or misleading information is given or any material fact is suppressed or deliberately omitted, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my health history with regard to gradual process, disease or infection can result in my loss of entitlement for any compensation from ACC or the school's workplace insurer.

Signed:

Date:
