



APPLICATION FOR EMPLOYMENT FORM

Please complete all sections of this form. It must be signed and dated. Attach an application form, cover letter and a CV detailing education and training, full employment history, specific skills and abilities and any other details that you feel will be useful.

Position applied for: _____

Date available to start: _____

Personal details:

Surname: _____ Mr Mrs Miss (please circle)

First name (s): _____ Preferred name: _____

E-mail address: _____ DOB: DD/MM only _____

Address: _____

Phone number: Home _____ Work _____

Mobile _____

Car owner: Yes No (please circle)

Drivers licence: Learners / Restricted / Full (please circle)

Are you legally entitled to work in New Zealand? YES NO (Please circle)

QUALIFICATIONS:

What qualifications have you obtained and at which institute did you obtain them?

PHILOSOPHY

Please write your philosophy of Early Childhood Care and Education

STRENGTHS

What strengths would you bring to this Centre?

Royals is a special character centre reflective of Christian principals. What do you feel you can contribute to the special character of Royals Early Learning Centre?

What is your motivation for wanting to teach in a Christian Centre?

ANY OTHER SKILLS

HEALTH

How would you describe your general health?

Do you have any recurring problems?

Do you take regular medication?

How much sick leave have you taken over the past year and why?

Do you hold a current first aid certificate?

Expiry:

REFEREES:

Please provide details for two character referees and two professional referees.

Character Referees

1. Name:

Position & Relationship:

Email Address:

Contact Phone:

2. Name:

Position & Relationship:

Email Address:

Contact Phone:

3. Name:

Position & Relationship:

Email Address:

Contact Phone:

4. Name:

Position & Relationship:

Email Address:

Contact Phone:

CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence? YES NO (Please circle)
If yes, please give details:

Do you have any criminal charges pending? YES NO (Please circle)
If yes, please give details:

PRIVACY ACT

The information you supply on this application form will be used solely to assess your suitability for employment with Royals Early Learning Centre. Information on unsuccessful candidates will be confidentially destroyed after six months.

DECLARATION

I consent to you seeking oral or written information about me from my nominated referees of my previous employers and/or referees and authorise the information sought, be released by them. I understand that the information received by you is supplied in confidence as evaluative material and will not be disclosed to me.

I consent to you retaining the information contained in this application form for the purposes of considering my suitability for any other position, which may arise in the organisation in the next six months.

I declare to the best of my knowledge all the information supplied on and with this form is true and complete.

SIGNED: _____

DATE: _____