



KARAMŪ HIGH SCHOOL

Application for Teaching Position

- Please complete all sections of this form and email to :

Tumuaki/Principal's EA
Mrs Gemma Meiring
vacancy@karamu.school.nz

- **Curriculum Vitae**

Please provide a covering letter and your curriculum vitae in support of your application.

Collecting and holding personal information:

The information you provide on this application for employment form will be collected and held by Karamū High School.

Purpose:

This information is collected for the purpose of assessing your suitability for employment as a Teacher at Karamū High School.

If your application is successful this form will be retained on your personal file. If unsuccessful it, along with your other application papers, will be destroyed after one month of appointment of the successful applicant.

All documents associated with the application process for this position remain confidential to the Board of Trustees of Karamū High School, and will be destroyed one month following the appointment.

PERSONAL DETAILS

Mrs / Miss / Ms / Mr / Dr / Other _____

First Name: _____

Last Name: _____

Previous last name (if used in teaching practice): _____

Residence Status: New Zealand Citizen

Yes: ☐

No: ☐

Other: _____

Address: _____

Telephone (Home): _____ (Work): _____

Mobile Phone: _____ Email Address: _____

New Zealand Ministry of Education Employee Number: _____

New Zealand Teacher Registration Status	Yes	No
Have you been appraised according to the Teachers Council of Aotearoa New Zealand Registered Teacher Criteria?		
Have you ever had your registration status cancelled or refused?		
Have you ever been dismissed from a teaching position?		
TCNZ Registration Number: _____ Status: _____ Expiry Date: _____		

Employment Status	Yes	No
Do you have the legal right to work in New Zealand, ie NZ Citizen or a permanent residence		
OR Hold a valid work permit? (Evidence will be required if you are interviewed for the position.)		
Do you intend to engage in other paid work whilst employed in this position?		
Are you a member of a territorial force unit or volunteer fire brigade?		
Do you have a current drivers licence? If yes, what class(es) _____ Licence No: _____		
Are you awaiting hearing of any charges for driving offences?		

	Yes	No
<p>Have you ever been convicted of a criminal offence (other than a minor traffic offence)? <i>If yes, please provide further information in the box below.</i></p>		
<p>Have you ever had or do you have an injury or medical condition caused by gradual process, disease or infection (such as hearing loss, sensitivity to chemicals, repetitive strain injuries etc.) which the tasks of being a Teacher may aggravate or contribute to? <i>If yes, please provide further information in the box below.</i></p>		
<p>Would you require any alterations or additions to your work area in order to perform your duties satisfactorily? <i>If yes, please provide further information in the box below.</i></p>		
<p>Are you aware of any circumstances that the Karamū High School Board of Trustees should take into consideration in deciding whether you are of good character and fit to be a Teacher at Karamū High School?</p> <p>Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for?</p> <p><i>If the answer to either of the two questions above is 'Yes' please provide details of the condition and current treatment/medication in the box below.</i></p>		

Statement Of Privacy:

In accordance with the provision and regulation of the Privacy Act 2020, I hereby give the Board of Trustees of Karamū High School (or its agent) permission to contact my referees and /or the Principal of the schools in which I have taught and /or any other such person or agency, to gain such information as is required to ascertain my suitability to be appointment to the position of Teacher at Karamū High School.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

DECLARATION:

1. I, _____(full name) declare that to the best of my knowledge, the answers to the questions (personal and professional) in this application are correct.
2. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.
3. I also understand that any false information given in section 5, the health portion of this form, may result in my loss of entitlement for any compensation from ACC (or, as applicable, under the Accident Insurance Act).
4. I accept the Statement of Privacy as stated above.

Signature: _____ **Date:** ____/____/____

PROFESSIONAL DETAILS

1. Qualifications, Training and Awards

Educational qualifications (Degrees, Diplomas and other significant awards etc):

Qualification, Training and Awards	Institution	Year completed	Major

2. Work History:

Please list all work experience, detailing any management responsibilities. Start with most recent summary of work history.

Position	School and location	Responsibilities	Date (from / to)

3. Professional Development

Describe the most recent significant professional development you have undertaken.

Description	Date	Reason undertaken and value gained

4. Professional Memberships

Please list memberships of any professional organisations below.

Organisation	Date	Role and Responsibilities

5. Co-Curricular experience/expertise:

Description of Activity	School/Club	Date (from / to)

6. Experience and expertise other than school related activities (eg Rotary, Lions Club)

Description of Activity	Organisation	Date (from / to)

7. Educational Philosophy:

Please concisely state the key components of your educational philosophy, and how this philosophy might relate to Karamū High School.

8. Referees

Please provide the names, email addresses and phone numbers of three (3) referees who the Board of Trustees may contact. One referee should be a current or previous employing up-line manager and/or Principal.

Please inform your nominated referees that they may be contacted by a representative of the Board of Trustees.

Name	Position Relationship (i.e. Employer/Principal)	Cellphone number	Email address