

To complete this form electronically please open with Adobe Acrobat DC and use the Fill and Sign tool. Alternatively hand write and scan.



KAPITI COLLEGE

Margaret Road, Raumati Beach 5032

P O Box 2003, Raumati Beach 5255

Telephone (04) 902 5121

PRINCIPAL: Mr David Lowe

APPLICATION FOR APPOINTMENT

Position: _____

Name: _____

Dr/Mr/Mrs/Ms/Miss

Surname

First name(s)

If you have taught under another name, please indicate: _____

Address: (home) _____

Address: (work) _____

Telephone: (home) _____

(work) _____

Mobile: _____

Email address: _____

Current Teacher Registration Number: _____

Type:

Full

Provisional

STC

PLEASE ATTACH:

1. Your current curriculum vitae including details of qualifications, teaching and other relevant employment experience.
2. An accompanying letter stating the particular strengths/interest you will bring to this position.

REFEREES:

Provide details of three people who will act as referees for you:

Name/Position	Institution/Address	Cellphone number only

Applications are by email only unless otherwise specified.

DECLARATIONS

- 1 Have you ever been convicted of a criminal offence in New Zealand or overseas or otherwise know of any reason why you should not be employed to work in the school environment?
- Yes No
- 2 Have you ever been the subject of any complaint concerning the safety of a student?
- Yes No
- 3 Have you ever been the subject of any complaint by another staff member?
- Yes No
- 4 Do you have any known condition, injury or illness (including mental health) that may affect your ability to carry out the duties and responsibilities outlined in the position description?
- Yes No

If you have answered "Yes" to either of these questions, please attach any comment or clarification that you would like to make. You may be asked to provide correct and true details or copies of relevant records if you answered "Yes". (Failure to provide true and correct details of a conviction or criminal offence for reason of position unsuitability, will make you liable to dismissal should you be the successful applicant. **Please note that disclosure of any of the above will not preclude you from the position.**

PRIVACY ACT

1 **Purpose for which the information is collected:**

The information is collected for staff selection purposes. Please contact the school if you have any difficulty with the form.

2 **Storage:**

The information is held at Kāpiti College. It is accessible by the Board Secretary, Principal and Board only.

3 **Access to and correction of information:**

At any time you may request access to the information, and you may request correction of the information.

I authorise Kāpiti College to seek information about my employment record and personal background from any of my nominated referees, former employers, Teachers' Registration Board and Police and I understand that this information will be treated in complete confidence. This shall act as sufficient discharge to the above organisation and people on release of any relevant information.

I, _____ declare that to the best of my knowledge the answers in this application form and the information provided in my curriculum vitae are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Signed: _____ Date: _____