

## Application for Appointment Leader of Learning Guidance

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wish to apply for the position of Leader of Learning Guidance at Tauranga Girls' College as advertised in

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### INSTRUCTIONS/INFORMATION

**Thank you for applying for a position with our school.**

1. Please complete this form personally. 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 these references.
3. Copies of qualifications should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. If you are selected for an interview, you may bring whānau/support people. Please advise if this is your intention.
6. 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.
7. Should you be offered this position, you will be required to complete a Police Vetting check as required by the Vulnerable Children Act 2014 and the offer of employment remains conditional until such time as this has been completed and is satisfactory. Please complete the legal section at the end of this application.

## Application for Appointment Leader of Learning Guidance

### PART A: PERSONAL INFORMATION

Dr                       Mr                       Mrs                       Ms                       Miss

Surname/Family Name	First Names (in full)

Gender	Date of Birth
Male: <input type="checkbox"/> Female: <input type="checkbox"/> Other: <input type="checkbox"/>	/ /

Postal Address

Email Address

Contact Telephone Details
Preferred: <input type="text"/> Other: <input type="text"/>

### PART B: ACADEMIC/TRADE/OCCUPATION QUALIFICATIONS

School/Technical Institute/ University/etc	Dates attended	Qualifications obtained

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### PART C: EMPLOYMENT HISTORY

Please outline your current employer first, followed in chronologically most-recent order

<b>Employer's Name</b>	
<b>Period Worked</b>	<b>Position Held</b>
<b>Reason for Leaving</b>	
<b>Employer's Name</b>	
<b>Period Worked</b>	<b>Position Held</b>
<b>Reason for Leaving</b>	
<b>Employer's Name</b>	
<b>Period Worked</b>	<b>Position Held</b>
<b>Reason for Leaving</b>	
<b>Employer's Name</b>	
<b>Period Worked</b>	<b>Position Held</b>
<b>Reason for Leaving</b>	
<b>Employer's Name</b>	
<b>Period Worked</b>	<b>Position Held</b>
<b>Reason for Leaving</b>	

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### PART D: REFEREES

Please provide the names of three people who could act as referees for you. Two of these should be able to attest to your work performance and include your current employer. **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/Position	Address/Email Address	Telephone	Relationship (e.g. employer/principal)

May we contact those people who have provided written references? Yes  No

May we contact your current/most recent employers? Yes  No

May we contact your previous employers? Yes  No

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### PART E: DEMONSTRATION OF ATTRIBUTES AND ABILITIES

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. Even though you are attaching a C.V, please fill this out in full.

<b>1. Motivated to Initiate and Sustain Effective, Respectful Learning Relationships</b>	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

<b>2. Adept at Restorative Practices</b>	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

<b>3. Creative Thinker and Problem Solver</b>	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

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4. Effective Collaborator and Communicator	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

5. Demonstrates Professional and Educational Leadership	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

6. Dedicated to Ongoing Professional Development	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

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<b>7. Contributes to Co-Curricular Life</b>	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

<b>8. Competent Users of Appropriate Technology</b>	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

<b>9. Active Commitment to the Treaty of Waitangi</b>	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

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### PART F: LEGISLATIVE INFORMATION

Are you a New Zealand Citizen?

Yes  No

If you are not a New Zealand Citizen, do you have resident Status?

Yes  No

**If you are not a New Zealand citizen and if you do not have the right of permanent residency here, then New Zealand Immigration Legislation requires Tauranga Girls' College to ask the following question:**

Do you hold a current work permit?

Yes  No  Expiry Date:

Have you ever had any criminal convictions which are not eligible to be concealed under the Criminal Records (Clean Slate) Act 2004?

Yes  No

Are you currently awaiting the hearing of any charges?

Yes  No

If Yes, please provide details:

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Have you ever received a police diversion for an offence?

Yes  No

If Yes, please provide details:

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Have you been convicted of a driving offence which resulted in Temporary or permanent loss of licence or imprisonment? Yes  No

If so, please provide details:

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Are you awaiting sentencing/currently have charges pending?

Yes  No

If Yes, please state the nature of the conviction/cases pending

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In addition to other information provided, are there any other factors that we should know to assess your suitability for application and ability to do the job (such as current/previous disciplinary/competency matters currently with the Education Council/previous employer/health concerns etc)?

Yes  No

If Yes, please provide details:

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### **Declaration:**

I, \_\_\_\_\_ declare that the answers to the questions in this application are true and correct. I have read and understood points 1 to 7 on Page 1 of this document and I accept that should my application be successful, the foregoing information will form part of my contract of employment and falsification of information is grounds for dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge and understand that the electronic signature above confirms my agreement to the above declaration.

*Information provided on this form is used to assist in appointing the best person. This information will be kept in the personal file (in a locked filing cabinet in the Principal's Executive Assistant's office) for successful applicants. It will be destroyed for unsuccessful applicants. The information is accessible to the Principal, the Principal's delegated authority, Principal's EA and the applicant only. It may be updated or amended by the applicant on request.*