

# Mercury Bay Area School

## Application for Employment



Date ..... Position applied for .....

*Please complete this application personally, then read and sign the declaration on page 6*

### **Personal Details**

Reg. No ..... Exp .....

First Names ..... Surname .....

Preferred Name ..... Mr Mrs Miss Ms (*please circle choice*)

Are you known by any other name? Yes No

If yes please provide .....

Address ..... Gender .....

..... Home phone .....

..... Mobile .....

Email Address ..... NZ/Aust.Citizen Resident Work Permit

### **Next of Kin / Emergency contact details**

Name..... Address .....

Phone ..... .....

Email ..... .....

Relationship to employee .....

How did you find out about this job? .....



In addition to other information provided are there any other factors that we should know to access your suitability and your ability to do the job?                      Yes    No

If 'Yes', please give details .....

.....

**Education / Qualifications**

Secondary School / tertiary Institute Attended	Date From	Date To
.....	.....	.....
.....	.....	.....

Qualifications gained (NCEA, UE, Degree etc)  
.....

Any other qualifications?  
.....

Can you speak any other languages (other than English?) .....

**Employment History** (Present or most recent first)

Date to – from	School	Role / Position held
.....	.....	.....

Main Duties	Reason for leaving	No. of hours
.....	.....	.....
.....	.....	.....

Date to – from	School	Role / Position held
.....	.....	.....

Main Duties	Reason for leaving	No. of hours
.....	.....	.....
.....	.....	.....

Date to – from	School	Role / Position held
.....	.....	.....

Main Duties	Reason for leaving	No. of hours .....
.....	.....	.....
.....	.....	.....

Please give details of all other previous employment and take care to explain any gaps between jobs:

Dates	Employer	Position
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Do you have secondary employment that you intend to continue with if you are offered this position?      Yes    No    *(circle choice)*

**Referees**

Please give the names and contact details of at least three referees from previous employment. Include at least one that was less 'senior' to you, one that was more 'senior' to you.

Name	Position	Phone and email
.....	.....	.....
.....	.....	.....
.....	.....	.....

If your application proceeds and all terms and conditions of employment are agreed on and accepted when could you commence employment? .....

I consent to the school seeking verbal or written information about me from my previous employers and / or referees and authorise the information sought, to be released    Yes    No



**Declaration & Authorisation**

- I declare that the information supplied by me is given voluntarily and it true, accurate and complete in all respects. I acknowledge that I will not hold the school responsible for any omission or mis-statements that I have made in the information provided.
- I understand that all the information provided by me to you, including my application form, C.V, references and any assessments will be held by the school to be used for the purpose of evaluating my qualification, experience and suitability for employment in the role for which I have applied.
- I understand if I withhold relevant information or supply misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers any information that I have provided is false or misleading.
- I understand that I am entitled to have access to relevant information retained by the school (except for any exemption provided under the privacy Act, 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact I have requested a correction.
- I consent to the school personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Teaching Council and other such bodies or organisation which might hold information relevant to my employment, my ability to manage and any other information that prospective employer deems necessary to obtain.
- I know of no reason why I would not be suitable to work with children/young people

Employee Signature .....

Date .....