

MASSEY HIGH SCHOOL

APPLICATION FOR APPOINTMENT

TEACHING POSITION



274 Don Buck Road
Massey
Auckland 0614
Phone: 831 0500
Email: office@masseyhigh.school.nz

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position within our school.

1. Please complete this form personally. Read it through first then 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.
3. Copies only of qualification certificates 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn, or appointment being terminated, if any information is later found to be false.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. In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed, providing:
 - (i) You have not committed any offence within seven (consecutive) years of being sentenced for the offence, **and**
 - (ii) You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm), **and**
 - (iii) The offence was not a specified offence (specified offences are in the main sexual in nature), **and**
 - (iv) You have paid any fines or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.
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. Application forms and CVs from non-successful applicants will be held until the appointments process is completed. You will be notified of the outcome of your application.
8. You are required to request referees reports from three referees. The report template is included in this pack and as a separate attachment. It is your responsibility to contact referees and provide them with a copy of the report and the information they need to complete it and return it by the deadline specified for the application. These remain confidential to Massey High School and the Board of Trustees. All information collected from referees will be destroyed at the end of the selection process.
9. All information received will be confidential to the Board of Trustees.
10. Applicants are welcome to visit the school. Make an appointment with the Principal's P.A. (09) 831 0501.
11. If you are selected for an interview, you may bring whanau and or a support person at your own expense. Please inform the Principal's P.A. if this is your intention.
12. If you have any queries, please contact the person cited in the advertisement.

Office Use Only:

This page must be retained on file as part of the application. It must not be moved or destroyed.

TEACHING POSITION APPLICATION FORM

Please post or email to:

Massey High School, 274 Don Buck Road, Massey, Auckland 0614

Email: ecurtis@masseyhigh.school.nz

Position applied for:

Personal Details: Tick one: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ or other preferred title: _____			
Surname			
Given names			
Preferred name			
Address			
Contact details	HOME		WORK
	MOBILE		EMAIL

Certificated Teacher Status	☒	Registration No.	Expiry date
Certificated teacher	☐		
Provisionally certificated	☐		
Not certificated	☐		

Present Teaching Position	
School	
Date appointed	
Type of appointment	
Can we contact your principal about this position?	
	YES NO

Educational Qualifications	Type of qualification	Date received	Received from

Details of Training and Service

Please include details of your work history for the last 5 years.

[illegible]

Please indicate any breaks in service and give reasons, e.g. overseas travel:

DATES	REASON FOR BREAK

Total certificated service

A	In permanent positions	_____ years	_____ months
B	In relieving positions	_____ years	_____ months

Professional Development

Please provide a summary of recent professional learning and development.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

CONFIRMATION

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed.	YES	NO
2	I am currently registered to teach in New Zealand.	YES	NO
3	In accordance with the Privacy Act 2020, I authorise the board of trustees to obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board	YES	NO
4	STUDENT SAFETY [Cross out the statement that doesn't apply to you] - I have never been the subject of a complaint about the safety of a student. - I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>		
5	OFFENCES AGAINST THE LAW [Cross out the statements that don't apply to you] - I have never been convicted of an offence against the law (excluding minor traffic convictions). - I have no pending charges of an offence against the law. - I have been convicted of an offence against the law. <i>Please give dates and details:</i> - I have pending charges of an offence against the law. <i>Please give dates and details:</i>		
6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE

Applicant's signature

Date

Further Personal Details for our database

IRD Number

My IRD Number is: _____

Emergency Contact:

Name:		Relationship to You:	
Home:	Mobile:	Business:	
Email:			

Vehicle Details: (we will do our best to provide a carpark on the school site)

NB: Massey High School cannot accept responsibility for any damage to, or the security of your vehicle when it is parked in the school grounds. Any issues regarding damage must be addressed with your own insurance company.

Make:	Model:	Reg No:
Make:	Model:	Reg No:

REFEREES

Please provide the names and contact details of three referees below. Referee reports are confidential to the board. Referees will only be contacted for candidates who are shortlisted.

REFEREE DETAILS				
Full name				
Position				
Relationship to applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE DETAILS				
Full name				
Position				
Relationship to applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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