



JOB APPLICATION FORM

Completed application to be emailed to the Principal's EA
mmckerrrow@westlakegirls.school.nz

PRIVACY OF PERSONAL INFORMATION

The information you provide in and with your application will be collected and held by the Principal's EA.

Your cover letter, CV and Application Form will be forwarded to the relevant heads of Faculty / Department solely for the purpose of assessing your suitability for employment in the specific position, or any other we may deem appropriate.

Should your application be successful, the information you provide will be retained on your personnel file which is held by the Principal's EA.

Unsuccessful applications will be confidentially destroyed / deleted.

You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

Personal Details

Surname

First Name

Address

Phone (mobile)

Teaching Applications:

Current Classification / Status

(Please tick)

Tūturu | Full (Category One)

☐

Pūmau | Full (Category Two)

☐

Tōmua | Provisional Practising Certificate

☐

LAT | Limited Authority to teach

☐

Other

☐

Teaching Registration

Teacher Registration Number

Expiry Date

All Applications:

YES

NO

Are you a NZ Citizen

9

☐

Do you have Residency Status

☐☐

Are you legally entitled to work in NZ and have a valid work Visa

☐☐

Driver's Licence number

--

Ministry of Education Number

(N/A if you have not worked for the MOE previously)

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Attach evidence of NZ Passport and Driver's Licence

If applicable, attach evidence of eligibility to work in NZ

Qualifications:

[illegible]

Employment History:

Name of institution/company	Location	Period employed from	Period employed to	Position held

Professional and Community Involvement and Associations:

Name of Association	Location	From	To	Position or level of involvement

Health

I understand that any false information given in relation to my medical history may result in the loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

Please describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of this position

Do you have any known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description?

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to?

Convictions:

Have you ever been convicted of any offence against the law (excluding minor traffic offences)?

YES

NO

☐☐

YES

NO

Have you ever received Police diversion for an offence?

☐☐

Have you ever been discharged without conviction for an offence?

☐☐

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?

☐☐

YES

NO

Are you awaiting sentencing or do you have charges pending?

☐☐

In addition to other information provided, are there any other factors that we should know to address your suitability for appointment and your ability to do the job?

☐☐

YES

NO

Have you ever been the subject of any concerns involving child safety?

☐☐

If YES to any of the above, please enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Courts concerned. The copy should be accompanied by any comments regarding the offence that you wish to make. Please give full details.

A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014.

Please Note:

The board may seek Police clearance for all shortlisted or preferred applicants prior to confirmation of appointment. Police vetting is mandatory for all staff in our school and is renewed every 3 years.

Failure to provide correct and true details on any conviction or other reason for possible unsuitability will make you liable for dismissal from the employment of Westlake Girls High School by the school board should you be the successful applicant.

Employment Disclosure:

YES

NO

Have you ever been terminated from a previous position?

☐☐

Have you ever resigned from a position during an investigation?

☐☐

Have you had a mandatory report made to the Teaching Council?

☐☐**Referees:**

YES

NO

For the purpose of compliance with the Privacy Act 2020, do you consent to the school contacting your current employer for the purpose of reference checking?

☐☐

Please provide details of referees that you authorise us to contact. At least 2 must be known to you in a work-related capacity.

Name

Organisation

Position held

Phone

Email

Capacity you know this person

Name

Organisation

Position held

Phone

Email

Capacity you know this person

Referee 3

Name

Organisation

Position held

Phone

Email

Capacity you know this person

DECLARATION:

I certify that the information I have completed on this form and current curriculum vitae is both complete and accurate in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of the application and / or termination of employment.

Signature		Date	
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AUTHORISATION:

Do you agree to inquiries being made as to the accuracy of the information contained in this application form or associated documents, or any other matter relating to your suitability for employment?

	YES	NO
Present Employer	☐	☐
Past Employer	☐	☐
Other referees	☐	☐
Former Principal	☐	☐

Signature		Date	
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