



WELLINGTON HIGH SCHOOL
Te Kura Tuarua o Taraika ki Pukeahu

Application Form (Teaching positions)

Your completed application form should be emailed to Alison Jeffery, EA to the Leadership Team: admin@whs.school.nz along with a complete curriculum vitae and a letter of application.

Position applied for:

Personal details	
Family name:	Given name(s):
Title: Dr / Mr / Mrs / Ms / Miss / Other	Preferred pronouns:
If you have taught under another name, please enter that here:	
Full home address:	
Phone (home):	Mobile:
Contact email:	

Teaching registration	
Registration number:	Registration expiry:
Type: Full - category 1 / Tūturu <input type="checkbox"/> Full - category 2 / Pūmau <input type="checkbox"/> Provisional / Tōmua <input type="checkbox"/>	
LAT <input type="checkbox"/> Returning to Teaching in Aotearoa New Zealand Practising Certificate <input type="checkbox"/>	

Proof of identity and right to work Applicants shortlisted for interview will need to provide originals of two types of identification (one photo ID e.g. passport, NZ driver license, and the other a record ID e.g. birth certificate, utility bill).
Are you a New Zealand citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a NZ citizen, please attach evidence of your eligibility to work in New Zealand e.g. visa

Referees		
Name	Email address	Contact telephone

Criminal convictions

The Wellington High School Board requires you to disclose all convictions unless they are covered by the Criminal Records (Clean Slate) Act 2004.

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.

Have you ever been convicted of any offence against the law (apart from minor traffic offences)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license or imprisonment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Are you awaiting sentencing, or do you have charges pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you ever been the subject of any concerns involving child safety?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you answer 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 Court concerned. The copy should be accompanied by any comments regarding the offence that you wish to make. Please give full details.

Other information

Have you had an injury or medical condition caused by gradual process, disease or infection - for example hearing loss, occupational overuse syndrome - which the tasks of this job may aggravate or contribute to?

Yes No

If yes, please give details below. How is your performance likely to be affected?

I understand that failure to provide true and correct information about your medical history may result in loss of entitlement to any compensation from ACC or the Board's workplace accident insurer.

Declaration

I _____ certify that:

- The information I have supplied on this application form and provided in my letter of application and curriculum vitae, is true and correct.
- I confirm in terms of The Privacy Act 2020 that I have authorised Wellington High School to seek information about my employment record and background from my nominated referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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 liable to be dismissed.

Signed:

Date:

Privacy Act

Purpose for which the information is collected

This information is collected for staff selection purposes and is held by Wellington High School. It is accessed by senior administration staff and will be treated in complete confidence. The information relating to unsuccessful candidates will be destroyed after six months. At any time you may request access to the information you have submitted and you may request correction of that information. This shall act as sufficient discharge to the organisation and people on release of relevant information.

Signed:

Date: