

Hukanui School

Pickering Crescent

PO Box 12002

Chartwell

Hamilton

Ph: 07 8556037

www.hukanui.school.nz



APPLICATION FORM - TEACHING POSITION

Thank you for applying for a learning support coordinator position in our school. Please refer to the wording of the advertised position when completing this form

1. Please complete this form personally and in full before signing.
2. Attach an application letter stating your suitability for the position and a curriculum vitae (CV) containing any additional information about yourself.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau / support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - 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**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fine or costs
 - You have not been indefinitely disqualified from driving under Section 65 Land Transport Act 1998 or earlier equivalent provision.
9. The school will hold this application form and supporting documents. You may access it in accordance with the provisions of the Privacy Act 1993.

**1.
PERSONAL DETAILS**

Surname: _____ First Names: _____

Date of Birth: _____ Preferred Title: _____

Address: _____

Phone Number: _____ Mobile: _____

E-mail: _____

Teacher Registration Number: _____ Expiry Date: _____

Current Position Held: _____

Please circle the appropriate answers:

Are you a New Zealand citizen?	Yes	No
Have you ever had a criminal conviction? (Convictions that fall under the clean slate scheme do not have to be disclosed) If "Yes" please detail:	Yes	No
Are you awaiting sentencing/currently have charges pending? If "Yes" please state the nature of the conviction/cases	Yes	No

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes	No
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes	No
If "Yes", please detail or attach information:		
Do you have a current drivers licence?	Yes	No

**2.
REGISTRATION**

Include evidence of current Teacher Registration either attached to this form or included in your C.V.

**3.
RECENT TEACHING EXPERIENCE**

YEAR	NAME OF SCHOOL	POSITION HELD	DURATION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**4.
EDUCATIONAL QUALIFICATIONS OR OTHER RELEVANT QUALIFICATIONS**

	Date Attained
_____	_____
_____	_____
_____	_____

5.
SUITABILITY FOR POSITION

Please supply a letter of application stating your strengths, with reference to the advertisement and person specification, and why you believe you are suitable for this position. This letter should accompany your C.V.

6.
REFEREES

Provide details of two people who can be contacted by phone to act as a referee. They should be people who have known you in a professional capacity:

(1) Name: _____

Address: _____

Preferred number to be contacted on: _____

Capacity you have known the person: _____

(2) Name: _____

Address: _____

Preferred number to be contacted on: _____

Capacity you have known the person: _____

In accordance with Section 6 of the Privacy Act, I consent to Hukanui School BOT Appointments Committee seeking verbal or written information about me from representatives of my previous and current employers in addition to the listed referees.

YES NO

Signature: _____ (please sign to confirm)

7.

DECLARATION

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct.

Applicant's signature: _____ Date: _____

CHECK LIST

Please tick:

- I have enclosed a CV.
 - Please return my CV in the stamped envelope provided.
 - I do not require my CV to be returned to me.
- I have enclosed a letter of application.
- I have enclosed evidence of current teacher registration.

SENDING APPLICATIONS

- Email to office@hukanui.school.nz labelled " Advertised Position "
- If posting your application please mark clearly " Advertised Position " and send to:

The Principal
Hukanui School
PO Box12002
Chartwell
Hamilton 3248

VISITS TO THE SCHOOL WELCOMED

If you wish to visit the school please email office@hukanui.school.nz to arrange a visit. Information about our school can also be found at www.hukanui.school.nz.

TIMELINE FOR APPOINTMENT:

- Applications close 9.00 am Monday 25 November 2019.
- Applicants shortlisted for interviews will be notified by Friday 29 November 2019.
- Interviews will be held soon after.