



# AUCKLAND GIRLS' GRAMMAR SCHOOL

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## Procedure

This application form, your CV and cover letter and should be sent via email to: [admin@aggs.school.nz](mailto:admin@aggs.school.nz)

Please write n/a next to the questions that don't apply.

## Privacy

The information you provide on this Application for Employment will be collected and held by the school. It is being collected for the purpose of assessing your suitability for employment at Auckland Girls' Grammar School.

If your application is successful, this form will be retained on your personal file. If unsuccessful the documents provided will be destroyed. You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

## A. Professional Profile

### Personal details

Surname ..... Given Names .....

Address .....

..... Post Code .....

Home Phone (.....) ..... School Ph & Extn (.....) .....

Mobile Phone (.....) .....

Email: .....

Current teacher classification [e.g. "Full"]..... Registration Number ..... Expiry date .....

### **Current Employment (please write first year teacher if applicable or not currently employed)**

Name and address of school .....

Year you started at the school .....

Position(s) held at this school .....

## Health

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the vacancy you are applying for may aggravate or contribute to, or that may affect your ability to carry out the work of the vacancy you are applying for?

YES/NO

If "Yes", what are the details of your condition.

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### Disability.

The following is the Recommended International Standard of Disability used by the World Health Organisation (WHO).

*"Your activity is limited by a long-term condition or health problem that has lasted six months or more [or is expected to last six months or more]."*

Do you consider yourself to be in this category?

YES / NO

## Education

**Qualifications Summary:** (Attach certified copies of transcripts – NOT originals - for all completed Tertiary Education)

QUALIFICATION	Institution	Year of graduation or % completed
Masters [with Honours] Masters		
Post Graduate Diploma [gained after Bachelor's degree]		
Bachelors [with honours]		
Bachelors - other than the one next down		
Bachelors gained from teacher training tertiary institution on graduation as a teacher.		
Diploma gained from your teacher training at university [usually following your bachelors].		
Diploma [Under graduate – earned before you got your Bachelors]		
NZ Trained Teachers' Certificate.		



**Referees**

We will contact your referees who should have known you in your professional capacity. One of these referees should – unless you have a reasonably specific reason – be your current principal. Family members are not suitable as referees.

1 Name..... Work Phone (.....) .....  
Home Phone ..... E-Mail ..... Mobile .....  
Relationship to you .....  
Position held and where .....  
Postal Address .....

2 Name..... Work Phone (.....) .....  
Home phone [ ] ..... E-Mail ..... Mobile .....  
Relationship to you .....  
Position held and where .....  
Postal Address .....

**B. Personal Information and Authorisation**

**Citizenship & Permission to Work in NZ**

Are you a NZ or Australian citizen? YES / NO  
If not, do you have a current NZ or Australian permanent residency? YES / NO / Not applicable  
If not, do you have a current NZ work permit? YES / NO / Not applicable.  
If you have a work permit, please state when it started and when it expires.  
Valid from ..... Expires .....

## Legal Clarifications

The Board of Trustees may seek a police clearance from all short-listed or preferred applicants prior to confirmation of appointment.

DO read the Declaration at the end of this form before answering these questions.

1	Have you ever been declared a bankrupt?	YES / NO
2	Are you a discharged bankrupt?	YES / NO
3	Have you been convicted of any offence against the law – apart from minor traffic offences? If yes please detail.	YES / NO
4	Have you been charged with any criminal offence since your teacher registration was renewed? If yes please detail	YES / NO
5	Do you have any criminal charges pending? If yes please detail.	YES / NO

6 Is there any reason why The Education Council of New Zealand might decline to renew your teacher registration?

Yes/No

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’s Act 2014](#). The Clean Slate Act does not apply to schedule 2 offences)

I certify the following:

I know of no reason now or in the past why I pose any risk whatsoever to children.

I have no convictions that would preclude me from working as a Children’s Worker

There are no investigations or other matters relating to working with children that I have not disclosed.

Signed: \_\_\_\_\_

### Authorisation

Do you agree to inquiries being made as to the accuracy of information contained in this application form, curriculum vitae or attached documents or any other matter relating to your suitability for employment? (This doesn’t mean that we will make enquiries of any or all of these people or organisations).

Current employer	YES / NO
Past employers	YES / NO
Other referees	YES / NO
Former principal	YES / NO
The Education Council of New Zealand	YES / NO
Police	YES / NO

Signed ..... Date.....

## Equal Employment Opportunity Statistics (Optional)

Schools in NZ are legally committed to Equal Employment Opportunities (EEO).

To comply with the State Sector Act (1988), schools are required to collect statistical information to monitor EEO. This information is voluntary and is gathered for statistical purposes only. It will NOT form part of your application for this position.

Please tick the appropriate boxes below:

### Gender.

Male  [ ]  
Female  [ ]

### Ethnicity.

NZ Maori  [ ]  
NZ European / Pakeha  [ ]  
Pacific Islander  [ ]  
Asian  [ ]  
Other European  [ ] eg. English

Other ethnic origin

## Declaration

I certify that the information provided in this application is correct and no relevant material/information has been omitted. I understand that this information will be used for the purposes of processing this application and understand that any incorrect or misleading information or important information that has been omitted during the appointment process (including interviews) may disqualify me from consideration, or if appointed, make me liable for dismissal.

Signed ..... Date.....