



where learning grows  
e tipu e ako

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[www.bellevue-newlands.school.nz](http://www.bellevue-newlands.school.nz)

15 February 2019

Kia ora Applicant

**Permanent Scale A Year 5/6 Teacher – Bellevue School**

Thank you for your interest in the advertised position at Bellevue School. This position commences on 29 April in 2019.

To help you with your application there is a:

- ◆ A job description, including a person specification;
- ◆ Application for Appointment form.

Please return the Application for Appointment form to the school along with your CV and a supporting letter outlining your strengths and suitability. Your letter needs to include curriculum, management and personal strengths for this position.

We require you to include the names, addresses and phone numbers of **three** current professional referees on your Application for Appointment form who can attest to your ability to carry out the duties. By signing this form it is accepted that your consent has been granted for us to contact your nominated referees and any past employers in support of your application.

Please note the timeframe for this appointment:

- ◆ **Friday 15 February** Advertisement to Education Gazette/advertised on line
- ◆ **Monday 4 March** Applications close – 4:00pm
- ◆ **by Friday 15 March** Short-listing, interviews and position offered
- ◆ **by Monday 18 March** Successful applicant accepts in writing; unsuccessful applicants are notified in writing
  
- ◆ **29 April** Position commences

Any applications postmarked later than 4:00pm on 4 March may be discarded at the discretion of the Principal/Board of Trustees. If you send a hard copy of your CV and wish this to be returned, please enclose a self-addressed envelope with your application. Please note, if you apply digitally we will ask for a signed copy of the application form at interview.

We look forward to receiving your application if you would like to join our learning community.

Ngā mihi nui

Karen Hardie  
**Principal**



# Application for Appointment

## IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications before completing this application.

1. Please fully 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. If you include written references, please note that we may contact the writers of the references.
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. If you are selected for an interview you may bring whānau/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. Shortlisted applicants will be asked to give consent to a police vet or provide proof of a current police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides that 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

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.

8. This application form and supporting documents will be held by the school. You may access them in accordance with the provisions of the Privacy Act 1993.

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 removed or destroyed.**



## **APPLICATION FOR APPOINTMENT**

**Position(s) applied for**

**Location/Year level**

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Tick One

Mr       Mrs       Ms       Miss       Or other preferred title:

**Surname/Family Name**

**First Names (in full)**

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**Full Postal Address**

**Contact Telephone Numbers and contact email**

Private:	Business:

**Please tick the appropriate boxes:**

Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>		
If "Yes" please detail:		

Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you 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"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		
Have you been the subject of any concerns involving student safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
Do you have a current New Zealand driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current First Aid Certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Educational Qualifications and Date Attained:**

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

**Registration Number & Category**

**Expiry Date**

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## Employment History

Please outline most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held + Detail of Duties	Reason for Leaving

## Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact Details (organisation and address)	Home Phone Work Phone Mobile + email	Relationship to Applicant (e.g. employer/principal)

## Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Teachers Council, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify that:

- The information I have supplied in this application is true and correct and no relevant material/information has been omitted.
- I confirm that to the best of my knowledge the information in this application and my CV is correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Note:**

- ◆ *If completing this electronically a signed hard copy must be provided at interview.*
- ◆ *The receipt of all written and oral information pertaining to applicants in relation to this position will be treated in the strictest confidence.*
- ◆ *This information will be used for the purposes of processing this application and any review that may result from an appointment.*
- ◆ *If you give any incorrect or misleading information or have omitted any important information during the appointment process, you may be disqualified from consideration or, if appointed, be liable for dismissal.*
- ◆ *If you would like the hard copy of your CV returned, please send self-addressed envelope*