

# PAKURANGA COLLEGE

## Employment Application Guidelines

### PART TIME GUIDANCE COUNSELLOR



Thank you for your interest in Pakuranga College. Please ensure you include the following in your application:

- Letter of application
- Curriculum Vitae
- Application Form

You may send your application in by post or email it.

#### 1. Letter of Application

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This should be a brief letter, no more than several paragraphs. It should summarise your strengths, why you seek this position and what you will bring to the position and the College.

#### 2. Curriculum Vitae

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This should include:

Personal Details:	Name, address, other contact details Country of birth, citizenship.
Employment History	From initial employment to the most recent. Include calendar years in each employment, name of school (organisation) and the positions held in each school or organisation.
Academic qualifications	Recognised tertiary qualifications.
Professional Development	List recent (last three to five years) significant professional development undertaken.
Referees	List three referees who can attest to your experience and suitability for this position. Provide as many contact details (e.g. phone, mobile, email) as possible.

#### 3. Application Form

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Complete the attached form and return it with your application.

*Please send your application to:*

Mr M Williams  
The Principal  
Pakuranga College  
Pigeon Mountain Rd  
Farm Cove  
Auckland 2012

OR

Mr M Williams  
principal@pakuranga.school.nz

# PAKURANGA COLLEGE

## Application Form

### PART TIME GUIDANCE COUNSELLOR



Thank you for your interest in Pakuranga College. Please complete the following form and submit it with your application.

Name: \_\_\_\_\_

#### Declaration:

In addition to other information provided, are there any other factors (e.g. medical, work permit, etc) that we should know to assess your suitability for appointment?

Yes / No  
(Circle one)

If yes, please elaborate:

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1. I declare that to the best of my knowledge the answers and the information given in this application are correct and I understand that if any false or misleading information is given, or any material suppressed I will not be accepted, or if I am employed, my employment will be terminated.
2. I agree to Pakuranga College contacting anyone in relation to my application for this appointment.

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

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

#### Privacy Act 1993

*This application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information. I agree to the Board of Trustees (or its agents) approaching my referees for a written statement of my abilities in relation to the application and, should it be necessary to seek verbal clarification from the above referees on points that may need further explanation. Furthermore, consent is given for members of the Board of Trustees (or their agents) to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for a position at this school.*