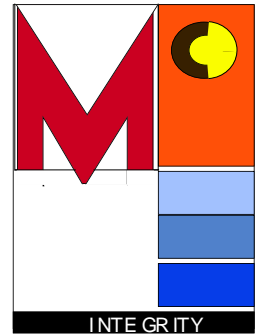


CONFIDENTIAL

**APPLICATION FOR APPOINTMENT TO
MENZIES COLLEGE
ALMA STREET
WYNDHAM
NEW ZEALAND**



**Telephone (03) 2064979
Fax (03) 2064470**

1. POSITION APPLIED FOR

_____ Closing Date ____/____/____

2. PERSONAL DETAILS

Full Name: _____

Full Postal Address:

Contact details: Home: _____

Cell: _____

Email: _____

Date of Birth: ____/____/____

3. REGISTRATION

Current Teacher Registration status: _____

Date of Expiring Registration: ____/____/____

Registration Number: _____

4. PRESENT EMPLOYMENT

Current teaching position and date of appointment

_____ / ____ / ____

5. TEACHING SERVICE

Detail in chronological order previous teaching experience. Indicate any positions of responsibility, if applicable. Please indicate any breaks in service.

Positions	School	Principal subjects Taught & levels	Date

6. SUBJECTS PREPARED TO TEACH AND LEVELS

Subjects	Levels

7. COLLEGE OF EDUCATION OR TEACHERS COLLEGE

College Attended: _____
Year(s): _____
Course Taken: _____

8. QUALIFICATIONS

Certificates, Degrees, Diplomas or other relevant qualifications:

Subjects or Papers & Levels:

9. PARTICULARS OF OTHER QUALIFICATIONS

If relevant to your application, please give details of other trade, commercial, or administrative qualifications. Please list details of recent professional development:

10. RESPONSIBILITIES IN CURRENT POSITION

11. EXTRA CURRICULAR ACTIVITIES

Please outline any education outside the classroom, cultural or sporting activities that you would be able to assist with at Menzies College.

Name of Activity

Level

The Menzies College Board of Trustees will expect a letter and Curriculum Vitae to accompany this application.

If you wish, please state in support of your application any special qualifications, experience or strengths that you believe would assist the Menzies College Board of Trustees in making an appointment.

12. APPOINTMENT TO POSITIONS

It is the responsibility of the applicant to supply referee forms to each of the referees and to ensure that the forms are returned to Menzies College by the date specified in the Gazette. We have emailed you a Referee’s Form to forward to;

- 1. _____
- 2. _____
- 3. _____

13. PERSONAL STATEMENT

Do you grant permission to the Board to seek further confidential information from your named referees and current employer?

Yes / No

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason why you should not be employed to work in the school environment?

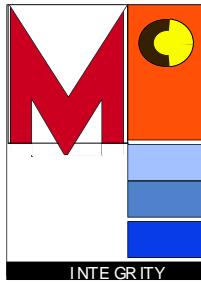
Yes / No

All teachers, as part of registration, will be Police vetted.

If so, please provide the date and details of the offence, or other reasons, together with any other comments you may wish to make. Please note that failure to provide current and true details of any conviction, or other reasons, will make you liable to dismissal from the employment of the Board of Trustees, should you be a successful applicant.

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

Signed: _____ Date: ____/____/____



REFEREE'S REPORT

Name of applicant _____

Present Position _____

Employer _____

Note to referee:

We invite you to complete this form and we assure you that your report will be kept confidential to this Board of Trustees and those directly involved in the selection procedure. The information given in this report is confidential to the appointments process and will be destroyed when the appointment is made. If for some reason you find it impossible to act as a referee you are free to complete the statement below.

I do not wish to submit a referee's report on behalf of _____

Signed _____ Date ____ / ____ / ____

The Referee

Name _____ **Position** _____

Contact email _____

Please give a brief outline of the working relationship you have or have had, upon which you have based this report.

Comment under the following headings where applicable. If you are unable to, please indicate with N/A. Feel free to use additional pages to support this applicant.

Personal qualities:

Relationship with others:

Quality of teaching:

Administrative and organisational ability:

Community involvement and extra-curricular engagement:

Ability to lead:

Please comment on the particular strengths that the applicant would bring to the position:

Recommendation (please tick the most appropriate)

The applicant is very highly recommended.

The applicant is highly recommended.

The applicant is recommended.

The applicant is recommended with reservations

The applicant is not recommended.

Thank you for taking the time to complete this report. Please either mail or email to an address below.

Principal
Menzies College
Alma Street
Wyndham
9831

kath.luoni@menzies.school.nz