

## Application for Non-Teaching Appointment

I \_\_\_\_\_ wish to apply for the position of \_\_\_\_\_  
\_\_\_\_\_ at Iona College Havelock North.

### Information

Please complete this form personally. Answer all questions and make sure you sign and date the last page.

1. Attach a curriculum vitae containing all relevant information.
2. Attach a covering letter that includes the attributes and abilities you have that you would bring to Iona College.
3. Please provide three referees who we can contact.  
  
Attach a copy of your current Practising Certificate, if applicable
4. Copies of qualifications should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment terminated if any information is later found to be false.
6. If you are selected for an interview you may bring whanau / support people at your own expense. Please advise if this is the case.
7. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
8. Should you be offered this position, you will be required to complete a Police Vetting Check as required by the Vulnerable Children's Act 2014 and the offer of employment remains conditional until such time this has been completed and is satisfactory.

## Personal Information

Full Name:			
Date of Birth:			
Postal Address:			
Contact numbers:	Mobile:	Work:	Home:
Email:			
Qualification:	Name of University:	Date Obtained:	
Fluent in other language other than English:  Yes / No	Details of other language		

## Referees

Please provide the names of three people who could act as referees for you. At least two of these should be able to attest to your work performance.

If you have included written references from people other than those recorded below please note that we will / may contact the writers of these references.

Name/ Position	Email address	Telephone numbers	Relationship to you

May we contact those people who have written references? Yes / No \_\_\_\_\_

May we contact your current employer? Yes / No \_\_\_\_\_

May we contact your previous employer? Yes / No \_\_\_\_\_

## Legislative Information

**Are you a New Zealand Citizen?** Yes / No \_\_\_\_\_

**If you are not a New Zealand Citizen, do you have resident status?** Yes / No \_\_\_\_\_

If you are not a New Zealand citizen and if you do not have the right of permanent residency here, then New Zealand Immigration Legislation requires Iona College to ask:

**Do you hold a current work permit?** Yes / No \_\_\_\_\_  
Expiry Date \_\_\_\_\_

**Have you any criminal convictions which are not eligible to be concealed under the Criminal Records (Clean Slate) Act 2004?** Yes / No \_\_\_\_\_

**Are you currently awaiting the hearing of any charges?** Yes / No \_\_\_\_\_

If 'Yes', please provide details: \_\_\_\_\_

\_\_\_\_\_

**Have you ever received a police diversion for any offence?** Yes / No \_\_\_\_\_

If 'Yes', please provide details: \_\_\_\_\_

\_\_\_\_\_

**Have you been convicted of a driving offence which resulted in a temporary or permanent loss of licence or imprisonment?** Yes / No \_\_\_\_\_

If 'Yes', please provide details: \_\_\_\_\_

\_\_\_\_\_

**Are you awaiting sentencing or currently have charges pending?** Yes / No \_\_\_\_\_

If 'Yes', please provide details: \_\_\_\_\_

\_\_\_\_\_

**In addition to other information provided, are there any other factors that we should know to assess your suitability for application and ability to do the job, e.g current / previous disciplinary matters with the Education Council?**

Yes / No \_\_\_\_\_

If 'Yes', please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration:**

I \_\_\_\_\_ declare that the answers to the questions in this application are true and correct. I have read and understood the points on page 1 of this document and I accept that should my application be successful, the foregoing information will form part of my contract of employment and falsification of information is grounds for dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge and understand that the electronic signature above confirms my agreement to the above declaration.

*Information provided on this form is used to assist in appointing the best person for the position. This information will be kept in the personal file for successful applications. It will be destroyed for unsuccessful applicants. The information is accessible to the Principal, the Principals delegated authority and the applicant only. It may be updated or amended by the applicant on request.*