



## Tokomairiro High School

### JOB APPLICATION

**Instructions:** Complete all sections of this application form even though they may be duplicated in your Curriculum Vitae. Append extra pages as necessary. Send this application form and your Curriculum Vitae (and a covering letter, if you so wish) to:

**The Principal  
Tokomairiro High School  
238 Union Street  
Milton**

Or email to: [thsprincipal@tokohigh.school.nz](mailto:thsprincipal@tokohigh.school.nz)

#### Personal Details

Name

*Surname*

*First Names*

*Preferred Name*

*Mr/Mrs/Ms/Dr*

*Date of Birth:*

Postal Address

Telephone No: *Home*

*Work*

Email:

Are you a New Zealand Citizen / Resident? YES / NO

MOE No.

Teacher Registration No.

#### Present Employment

Position

Date Duties Commenced

Name of present employer

Address

#### Previous Employment History Relevant to the Position

Position	Company / Workplace	Principal Responsibilities	Date Duties	
			Commenced	Ceased

**Personal Experience, Qualities and Skills**

**What qualifications, skills, experience or strengths do you possess?**

Do you have a driver's licence?                      YES / NO

Referees – give the names and details of at least two referees who are prepared to be contacted by telephone.

Name	_____		
	<i>Surname</i>	<i>First Names</i>	<i>Title (Mr, Mrs, Ms, Dr)</i>
Postal Address	_____		
	_____		
Telephone No:	<i>Home</i>	<i>Work</i>	
	_____		
Email:	_____		
Relationship to applicant:	_____		

Name	_____		
	<i>Surname</i>	<i>First Names</i>	<i>Title (Mr, Mrs, Ms, Dr)</i>
Postal Address	_____		
	_____		
Telephone No:	<i>Home</i>	<i>Work</i>	
	_____		
Email:	_____		
Relationship to applicant:	_____		

**Disclosure of Convictions Against the Law**

Failure to provide true and correct details of any conviction will make you liable to dismissal from this position, should you be the successful applicant.

Please Note: In accordance with the Education Act 1989, you will be required to undergo a police vetting check, the details of which will be released to the Board of Trustees.

Have you ever been convicted of any criminal offence (apart from minor traffic infringements) or otherwise know of any reason you should not be employed to work in a school? YES / NO

If you answered “yes” to the above question please provide the details below, or on a separate sheet.

**Medical**

Do you have any condition, injury or illness that may affect your ability to carry out the duties and responsibilities of the position? YES / NO

If YES please give details.

**Other Relevant Information**

If there is any other relevant information that you think would assist the Board in making its decision about your suitability to fill the position, please outline this below.

**Declaration:** Please read the following statement and, if you agree to it, sign below.

*In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application, and I give consent to the referees to provide such information. Furthermore, I give consent for the Board of Trustees or its representatives to make enquiries of past or present employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.*

Signed

Date

Confirmation: Please read and sign the following statement.

*I declare that the information provided in this application, including any appended pages and my curriculum vitae, is, to the best of my knowledge, true and correct. I understand that if I knowingly supply false or misleading information, or suppress any material information, it may lead to the termination of my appointment.*

Signed

Date

**Privacy Statement from the Board of Trustees to Applicants**

*The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curricula vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referees' reports, along with other information gathered on applicants during the process, will be destroyed.*