



Personal Details

Surname First Names Preferred Name

Name

Street & Number Suburb City & Postcode

Address

Work Ph: Mobile Ph: Home Ph:

Phone

Email

Position: Team Leader Position Please indicate the following:

Preferred Leadership Level: Y5/6, Y7/8 Other: _____

Position applied for: Permanent Team Leader

Are you a New Zealand Citizen?	Yes	No
Are you a New Zealand Resident?	Yes	No
Are you currently employed?	Yes	No
Current or most recent employer:		
School	_____	
Position	_____	
Do you give permission for the Appointment Committee to contact your current employer?	Yes	No

Other Details

Do you have NZ Teacher Registration?	Yes	No
Teacher Registration Number:		
Practicing Certificate Expiry Date:	Provisional	Fully Registered
Do you hold a NZ Drivers Licence?		Yes No
Class of Licence	Learner	Restricted Full
Own car?		Yes No

Fitness or suitability for employment:

Do you have any health condition or disability that may affect:

1. Your ability to undertake the requirement of the position(s) for which you are applying or	Yes	No
Any medical condition caused by gradual process, disease or infection that may be aggravated, or further contributed to, by the task(s) or the position(s) for which you are applying?	Yes	No

If yes please give details

Do you currently have or have you previously had any symptoms of back injury, or of occupational overuse syndrome (OOS) such as aches, pains, strains, numbness, tingling or burning sensations when performing any activities that may have an impact on your ability to perform the position(s) for which you are applying?

Yes No

If yes please give details

Do you have any illness or infectious disease which could create a risk to others in the vicinity of the workplace, or which could be aggravated by the working environment?

Yes No

If yes please give details

As you are being considered for a position requiring a high level of trust and confidence, have you been convicted of any offence against the law (apart from minor traffic convictions) or do you have any criminal charges pending or do you know of any other reason you should not be employed to work in a school/educational environment.

Note: Under the Clean Slate act you do not need to disclose certain convictions if you have not been convicted of an offence in the last seven years. You can find out more about what you must disclose on <http://www.justice.govt.nz/pubs/other/2004/clean-slate/english-clean-slate.pdf>

If yes, please provide details.

Yes No

Further Information

The following question is designed to provide additional information to the Board of Trustees and to assist with consideration of your application.

Leadership experience

Outline relevant experience(s) that highlight aspects of your educational leadership, including your ability to identify areas of strength in others and delegate to others

Problem Solving

How have your personal qualities and attributes influenced your approach to problem solving and through examples, provide evidence of your approach to problem solving

Staff management

Summarise your management experience, including management of resources, projects and assisting with the motivation and encouragement of staff to improve the quality of teaching and learning

Team Leader Role

Describe what you believe are the core attributes of an effective team leader

Relationship Management

Provide examples of how you have established and maintained effective communication processes with staff, and between staff and members of the senior management team

Referees

Please enter details of work related referees who may be contacted prior to short listing.

Referee:	_____	Referee:	_____
Position:	_____	Position:	_____
Company:	_____	Company:	_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____
Relationship:	_____	Relationship:	_____

Referee: _____
Position: _____
Company: _____
Phone: _____
Email: _____
Relationship: _____

Declaration & Authorisation

I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold the Appointments Committee responsible for any omission or mis-statements that I have made in the information provided.

I understand that all information provided about me to you, including my application form, resume, references and any assessments will be held by the Appointments Committee to be used for the purpose of evaluating my qualifications, experience and suitability for employment as Team Leader.

I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.

I understand that I am entitled to have access to relevant information retained by the Appointments Committee (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.

I consent to the Appointment Committee personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Education Council, and such other bodies or organisations which might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain.

Applicants Signature

Date:

Please complete this form and attach your CV detailing your qualifications, skills and experience, and return to:

Appointments Committee

PO Box 116

Rolleston 7643

or email: vacancies@clearview.school.nz

Note:

Please enclose a stamped, self-addresses envelope should you wish to have your CV returned if your application is unsuccessful.