

PACIFIC ADVANCE SECONDARY SCHOOL

Application for Appointment

Important Information for Applicants

Thank you for applying for a position with our school. Ensure you have a copy of the Job Description and Person Specification before completing this application.

Include a Covering Letter and Curriculum Vitae to support your application. Please ensure that you include three Referee Contact names. Fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated.

1. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
2. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
3. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
6. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence **and**
 - You have paid any fine or costs
 - Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to

disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

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.

Name of Advertised Position

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Personal Information

Surname:	Preferred form of address - optional				
	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Miss <input type="checkbox"/>	Dr <input type="checkbox"/>
Christian names:	Telephone:				
	Private		Mobile		
	()				
Address:	Fax:				
	()				
	Email:				
Do you have a current NZ Driver's license?	Yes		No		
Are you legally entitled to work in New Zealand?	Yes		No		
If not: Do you have resident status or	Yes		No		
A current work permit	Yes		No		

Teacher Registration

Teacher Registration Status:	
Registration Number:	Expiry Date:
Please attach photocopied evidence of current teacher registration.	

Educational Qualifications

Last Secondary Qualification:	Institution	Year Awarded

Tertiary Qualifications	Institution	Year Awarded

Other Academic Qualifications Relevant to this Position		
Qualification	Institution	Year Awarded

Health

Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for? <i>(Including any injury or medical conditions caused by gradual process which the tasks of this job may aggravate or contribute to)</i>	Yes	No
If, YES , please specify:		
This school has a No Smoking and No Alcohol policy- are you prepared to abide by this?	Yes	No

Convictions against the Law / Suitability for Appointment

Have you ever been convicted of any criminal offence? <i>(Convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes	No
If, YES , please give details: <i>note that you may be asked to provide a copy of the relevant court records</i>		

Have you ever received a police diversion for an offence?	Yes	No
If YES please give details:		

Have you been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment?	Yes	No
If YES please give details:		

Are you currently awaiting sentencing / currently have charges pending?	Yes	No
If Yes please state the nature of the conviction/cases pending:		

In relation to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes	No
If YES please elaborate:		

Current Employment

Position Held:	
School:	
Period Worked	
Grade	
Location:	
Total length of certificated service:	Years
For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?	
Yes	No

Employment History

Please outline your most recent employment history, working back from your current position

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide names, addresses and contact number of three (3) referees. At least one of two of these should be able to attest to your work performance.

	1	2	3
Name			
Position			
Address			
(Home)			
(Work)			
(Mobile)			
(Email)			

Relationship (e.g. Employer, Principal, Personal)			
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Authority to approach other referees: I authorise the Chair or nominated person, or representative, to approach my listed referees, the Teachers Council, and/or persons as relevant seeking verbal or written information on a confidential basis about me and authorise the information sought to be released to the Appointments Committee for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me or to others not part of the appointment process.

Signature: Date:

Attributes & Abilities

The position you have applied for requires specific knowledge, skills and attributes and personal characteristics. These are stated in the person specification section of the job description.

Please outline below how you can meet each of these attributes and abilities.

Knowledge, skills, attributes and personal characteristics	
1 = Past roles in which you have demonstrated this knowledge, these skills, attributes and personal characteristics	2 = What did you do which demonstrated this?
Educational Leadership: Identify aspects of your career to date that demonstrates that you are a proven successful educational and organizational leader	
1.	2.
Management Experience & Skills: Identify your management philosophy and style and summarise your experience as a successful manager for key criteria areas.	
1.	2.
Communication Skills: Describe your style and successful experience in communicating	

with the full range of groups within the school community.

1.

2.

Personal Qualities: Summarise the career experiences that have allowed you to demonstrate and develop these qualities and skills. Identify and comment briefly on the qualities and attributes that you believe have made you successful in your career and personal life so far.

1.

2.

Professional Development: Summarise the relevant professional learning that you have had during your career development.

1.

2.

Declaration:

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information I may be disqualified from appointment; or if appointed, may be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorized access to referees.

I also understand that any false information given in relation to my medical history can result in my loss of entitlement for any compensation from ACC.

Privacy Statement:

The information that you supply on this application form is solely to access your suitability for employment with Pacific Advance Secondary School. This information will be held securely at Pacific Advance Secondary School and under Pacific Advance Secondary School rules of access. Information on unsuccessful candidates will be destroyed within three (3) days of the appointment being accepted. If appointed, you have the right to view your personal information held by Pacific Advance Secondary School and may request correction if necessary.

Signature: Date:

Checklist ✓

Please include with this application form:

- Your curriculum vitae**
- Copies of your qualification certificates**
- To ensure the return of your curriculum vitae, please enclose a stamped self-addressed envelope.**

Note: Please check application closing date on ad
Send a PDF copy of your application to office@pass.school.nz
