



### APPLICATION FOR APPOINTMENT

To: Michael Gendall, Principal, Hutt Central School, 6 Railway Ave, Alicetown, Lower Hutt,  
[principal@huttcentral.school.nz](mailto:principal@huttcentral.school.nz)  
Lorraine McKay, Cluster Manager, Te Awa Kairangi RTLB: Cluster 29  
[Lorraine.mckay@rtlb29.school.nz](mailto:Lorraine.mckay@rtlb29.school.nz)

Position applied for: \_\_\_\_\_

### Personal Details

Name (in full): \_\_\_\_\_

Have you ever been known by any other name: If yes, please provide below.

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: (0 ) \_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

Mobile Phone: (0) \_\_\_\_\_

Email: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Registration No.: \_\_\_\_\_

### Present Employer

Name of present employer:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

Mobile Phone: (0 ) \_\_\_\_\_

Position Held: \_\_\_\_\_ Date Commenced: \_\_\_\_\_



### Hutt Central School

Railway Avenue, Lower Hutt, New Zealand

Phone: (04) 566 0059, Fax: (04) 566 0055, Email: [admin@huttcentral.school.nz](mailto:admin@huttcentral.school.nz)

Web: [www.huttcentral.school.nz](http://www.huttcentral.school.nz)

## Referees:

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

### **Referee 1.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (0 ) \_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

Mobile Phone: (0 ) \_\_\_\_\_

Email: \_\_\_\_\_

### **Referee 2.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (0 ) \_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

Mobile Phone: (0 ) \_\_\_\_\_

Email: \_\_\_\_\_

### **Referee 3.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (0 ) \_\_\_\_\_

Work Phone: (0 ) \_\_\_\_\_

Mobile Phone: (0 ) \_\_\_\_\_

Email: \_\_\_\_\_



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### Educational Qualifications:

Institution Attended	Year	Qualifications attained	Date Awarded
Secondary School			
Private Training Establishment			
Polytechnic			
University			
Other			

### Employment History:

Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, please give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

Name of company / school	Employers name	Period worked, please specify length of service	Reason for leaving

### Other Information:

#### Proof of identity and right to work

Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo ID, e.g., passport, NZ Drivers licence and the other a record ID, e.g. Birth Certificate, Bank statement, utilities bill).

#### Immigrant Information:

Are you a New Zealand Citizen? Please Circle Yes      No

If you circled 'No':

Do you have a Resident Status, or Yes      No

A current work permit? Yes      No



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Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you may have difficulty carrying out the job description attached? (Please circle)

Yes                      No

If you have circled yes, please give details:

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Do you have any matters relating to yourself currently or previously before the Education Council Aotearoa New Zealand?

Yes                      No

Do you have a current New Zealand Drivers Licence?                      Yes      No

Do you give permission for your police record to be checked?                      Yes      No

Have you changed your name by Deed Poll / Statutory Declaration?                      Yes      No

Other names known by: \_\_\_\_\_

### **Privacy Act 1993 (To be signed by the Applicant)**

This application is submitted with the understanding that any further information given is for the use of the employer and their authorized representatives who may at any time have access to this information.

Furthermore consent is given for members of the Hutt Central School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position applied for at this school.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Declaration

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences), received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes                      No (Please circle as appropriate)

If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm that in terms of the Privacy Act 1993 I have authorized access to referees.
- I know of no reason why I would not be suitable to work with children.
- 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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