

**St Francis of Assisi Catholic School
Scale A - APPLICATION FORM**

1. Contact Details

Surname:	Forename/s:
Address:	
Phone – home:	Phone
Mobile:	Citizenship:
Email home:	
Email work:	
Practicing Certificate #:	Expiry date:
MoE Employee #:	

2. Current Employment

Name of employer:	Phone:
Address:	
Date commenced:	Position held:

3. Previous Employment (please list all schools and positions)

Position	Salary scale	School	Start date	Finish date

4. Tertiary Education Completed & Study Currently Undertaken

(Please attach copies of official transcripts)

Institution attended	Qualification attained	Years taken	Date awarded

5. Referees

Please provide referee information. At least three of your referees must be known to you in a work related capacity.

Please note that the Appointment Committee may wish to contact other people who are not on this list – please see the disclaimer.

Referee One

Name:

Phone (home & cell):

Position Held:

Organisation:

Relationship to Applicant:

Referee Two

Name:

Phone (home & cell):

Position Held:	Organisation:
Relationship to Applicant:	
Referee Three	
Name:	Phone (home & cell):
Position Held:	Organisation:
Relationship to Applicant:	

6. Declaration and Authorisations

Medical questionnaire:
<p>Do you or have you ever had any injury or medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment?</p> <p>If you have answered yes to the above question, please specify health problems or disabilities below.</p>
Convictions against the law:
<p>Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?</p>

If you have answered yes to the above question, enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Court concerned. The copy should be accompanied by any comments regarding the offence. Give full details. Note: that the St Francis of Assisi Catholic School Board of Trustees will seek a police clearance from all short-listed applicants or preferred applicants, prior to confirmation of appointment.

Declarations:

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 St Francis of Assisi Catholic School or the Board of Trustees 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 (optional), references and any assessments will be held by the St Francis of Assisi Catholic School Board of Trustees to be used for the purpose of evaluating my qualifications, experience and suitability for employment as Scale A Teacher of St Francis of Assisi Catholic School .

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 St Francis of Assisi Catholic School Board of Trustees (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 Chairperson and/or Appointment Committee personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Teacher Registration Board, 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.

Have you ever had a complaint made against you to the New Zealand Teachers Council?

Have you ever failed a Police check regarding your suitability for employment in an educational institution?

If you have answered yes, please enclose a separate letter to describe the nature of the offence, the circumstances (when, where etc.), and the outcome.

I certify that the information given in this application is correct to the best of my knowledge, and I understand that this may be verified.

Signature:

Name:

Date: