



APPLICATION FOR APPOINTMENT

POSITION APPLIED FOR:

Drama and/or Dance Teacher
Permanent, part-time – 8-12 Hours (negotiable)

A. PERSONAL DETAILS

Full Name

Title:

Postal Address:

Post Code

Contact Telephone:

Cellphone:

For statistical purposes only

Ethnic Group:

Date of Birth:

Gender:

Any other personal details relevant to your application for appointment

B. PRESENT POSITION HELD:

Company:

Date appointed:

C. CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. Health background.
3. An outline of relevant qualifications and experience, including your current position.
4. The strengths and abilities you would bring to this position.

5. Those co-curricular activities you are willing to assist with.

D. SUPPLEMENTARY STATEMENTS

Please prepare brief statements in answer to the following questions:

- (1) **What will you bring to the position of Drama and/or Dance Teacher at St Hilda's Collegiate School?** You should consider commenting as to how your abilities, knowledge, experience and cultural philosophy will benefit St Hilda's. What experience do you have in accounting functions and software?
- (2) **What do you hope to achieve as Drama and/or Dance Teacher at St Hilda's Collegiate School?** Please mention any particular projects or emphasis you would want to work on.
- (3) **How would you lead and enhance the special character of St Hilda's Collegiate School?**

Please answer concisely – certainly no more than 250 words per question are required.

E. REFEREES

Please provide the names and addresses of three referees who may be contacted to provide information to support your application.

Name (1): _____

Address: _____

Business Telephone: _____

Private Telephone: _____

Relationship to Applicant: _____

Name (2): _____

Address: _____

Business Telephone: _____

Private Telephone: _____

Relationship to Applicant: _____

Name (3): _____

Address: _____

Business Telephone: _____

Private Telephone: _____

Relationship to Applicant: _____

F. DECLARATION

Convictions that fall under the clean slate scheme do not have to be disclosed.

Have you ever had a criminal conviction? <i>If YES, please detail. You may be asked to provide a copy of the relevant court records.</i>	YES	NO
Have you ever received a police diversion for an offence? <i>If YES, please detail. You may be asked to provide a copy of the relevant court records.</i>	YES	NO
Have you ever been discharged without conviction for an offence? <i>If YES, please detail.</i>	YES	NO
Have you been convicted of a driving offence, which resulted in temporary or permanent loss of licence, or imprisonment? <i>If YES, please detail.</i>	YES	NO
Are you awaiting sentencing or currently have charges pending? <i>If YES, please detail.</i>	YES	NO
Have you ever been the subject of any concerns involving child safety? <i>If YES, please detail.</i>	YES	NO

I give St Hilda's Collegiate School permission to make enquires as they see fit in relation to my application and to seek information about my employment and personal background from my three nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I certify that:

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

Applicant's signature: _____ Date: _____

Please return this form in an envelope clearly marked Principal's Executive Assistant. You can email your application and curriculum vitae to the address shown below.

Jenny McArthur
Principal's Executive Assistant
St Hilda's Collegiate School
2 Cobden Street
DUNEDIN

School Telephone: (03) 477 0989
School Fax: (03) 477 1222
E-mail jmcarthur@shcs.school.nz

It is the applicant's responsibility to ensure that this application reaches the school before noon on the specified closing date **Monday 19 November 2018**

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. 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.
6. All applicants will be required to give consent to a Police vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Vulnerable Children Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
b) The Clean Slate Act 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
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Vulnerable Children Act 2014](#)
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Vulnerable Children Regulations 2015](#).
9. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

¹ **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.