**APPLICATION FORM**

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| --- | --- |
| **Role you are applying for:** |  |

**Your personal details:**

|  |  |
| --- | --- |
| Surname: |  |
| Christian Names: |  |
| Preferred Name: |  |
| Address: |  |
| Home Phone: |  |
| Cell Phone: |  |

**Registration details:**

|  |  |  |
| --- | --- | --- |
| Registration Number: |  |  |
| Expiry Date: |  |  |

**Your current position:**

|  |  |
| --- | --- |
| School: |  |
| Date Appointed: |  |
| Title of Position: |  |

**Educational qualifications:**

(*please do not send copies of your qualifications on application.)*

|  |  |  |
| --- | --- | --- |
| Type of qualification | Date Received | Received From |
|  |  |  |
|  |  |  |
|  |  |  |

**Recent work history – please give details for the last 10 years:**

|  |  |  |  |
| --- | --- | --- | --- |
| School | Position | Dates | Responsibilities in brief |
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**Professional Development – please list any professional learning or development you have taken part in over the last three years.** (*Please do not send copies of certificates or other material on application.)*

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| --- | --- | --- | --- |
| Activity | Key Purpose | Dates | Provider |
|  |  |  |  |
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| --- | --- |
| **Identity verification, right to work and criminal record.** | **Yes / No** |
| I am a New Zealand citizen. |  |
| In accordance with the Privacy Act, I authorise the Principal or Board of Trustees to obtain information from the referees listed in this application. |  |
| I also authorise the Board of Trustees or Principal to contact relevant professionally related persons not listed as referees and I consent to these persons disclosing relevant information to the position. |  |
| I have never been the subject of a complaint about the safety of a student. If yes, please give brief details of the complaint here: |  |
| I have never been convicted of an offence against the law (excluding minor traffic convictions). You should note that applicants convicted of an offence specified under Schedule 2 of the Vulnerable Children’s Act (2014) may not be employed to work with children unless an exemption has been obtained. |  |
| I have no pending charges of an offence against the law. |  |
| I have been convicted of an offence against the law – if yes, please give brief details and dates here unless the offence was more than 7 years ago, you did not serve a custodial sentence for the offence or the offence was stated in the Vulnerable Children’s Act (2014) |  |
| I know of no reason why I would not be suitable to work with children or young people. |  |
| Are there any factors that should be disclosed to the Principal or the Board of Trustees to help them assess your suitability for appointment and your ability to do the job? If yes, please give details here: |  |

**Referees – please provide the names and contact details of at least three referees who the Board or Principal can contact.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee’s name | Position | Mobile | Work Phone | Home Phone |
|  |  |  |  |  |
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**Confirmation**

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| --- |
| I certify that the information given in this application is to the best of my knowledge true and correct. I understand that all claims made in this application may be checked. |
| 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 dismissed. |

**Name: Date:**

There is no need to sign this – your covering letter should be signed and will act as a signature for this application form.