**APPLICATION FOR APPOINTMENT**

|  |
| --- |
| **Important note for applicants** |

Thank you for applying for this position with our school.

1. Please fully complete the attached form personally (3 pages). Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) and covering letter containing any additional information. Included in your CV you will need to provide the name and contact details of three referees. If you include written references, please note that we may contact the writers of the references.
3. Verified copies only of qualifications certificates should be attached.
4. If you are selected for an interview you may bring whānau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. 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.
7. 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 include serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
   * The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
   * You have paid any fine or costs.
8. 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.

If you have any queries, please contact the person cited in the advertisement.

|  |
| --- |
| ***As proof you have read and understood these instructions, this sheet must accompany your application and will be kept on file, it must not be removed or destroyed.*** |

**TEACHER APPLICATION FORM**

|  |
| --- |
| **CONFIDENTIAL TO THE PRINCIPAL & CAMBRIDGE HIGH SCHOOL BOARD OF TRUSTEES ONLY** |

|  |  |  |
| --- | --- | --- |
| **Position applied for:** |  | |
| As advertised in the Education Gazette on: | | Click arrow for date. |

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mr Miss Mrs Ms | | Surname |  | | First Names |  |
| Previous name if used in education | | |  | | | |
|  | | | | | | |
| Which of the following apply?:  New Zealand Citizen  New Zealand Resident  Current New Zealand Work Visa  Date of Expiry: Click arrow for date  None of the above | | | | | | |
| Postal Address: |  | | | Phone No. | |  |
| City/Town: |  | | | Email: | |  |
| Country: |  | | |  | |  |

**Registration:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Do you hold a current New Zealand Practising Teacher’s Certificate? | | | | | | | |
| YES | Registration No: |  | Expiry Date: | | Click arrow for date. | Category: | Choose an item. |
|  | MOE No. |  | | | | | |
| NO | But I have applied for one on (date): | | | Click arrow for date. | | | |
| NO | Reason: |  | | | | | |

**Health/Medical Issues:**

Are there any Health/Medical issues of which the Board should be aware? YES NO

Please state further information if necessary

|  |
| --- |
|  |

**Referees:** Please nominate up to three referees below.

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Mobile |  |
| Position |  | Email |  |
| Organisation |  | | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Mobile |  |
| Position |  | Email |  |
| Organisation |  | | |

**Referee 3**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Mobile |  |
| Position |  | Email |  |
| Organisation |  | | |

|  |
| --- |
| **DECLARATION** |

|  |  |
| --- | --- |
| 1. Have you ever been dismissed from a teaching position in any country? | Yes No |
| 1. Have you ever had teacher registration refused or cancelled in any country? | Yes No |
| 1. Do you have any physical or mental health condition that may affect your ability to carry out a teaching role safely and satisfactorily? | Yes No |
| 1. Are there any matters for which you are currently under investigation which may call into question whether you meet the Education Council’s Good Character and Fit to be a Teacher criteria? | Yes No |
| 1. Have you ever been found guilty of a criminal offence (apart from minor traffic convictions or those disregarded under the Criminal Records Clean Slate Act 2004)? | Yes No |
| 6. Do you have any potential conflict of interest with the operations of Cambridge High School? If so, please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes No |
| **Declarations: Note:** If you answer **YES** to questions 1, 2, & 3 you must provide further information on a separate sheet. |  |
| 6. Do you consent, under the Privacy Act, to the school contacting any referees who have been nominated, in relation to this job? | Yes No |
| 7. Do you consent to a disclosure of information from the Licensing & Vetting Service of N Z Police? | Yes No |
| 8. Do you consent to our contacting any of your previous employers and/or professional colleagues in addition to the named referees or any other person deemed appropriate? | Yes No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I |  | | ,do solemnly and sincerely declare that to the | |
| best of my knowledge and belief, all the information above is entirely true and correct. | | | | |
| Signature: | |  | Date: | Click arrow for date. |

*Return completed Application Form, covering letter, Curriculum Vitae and evidence of teacher registration to the Principal.*

*Greg Thornton, Principal*

*Email:* [*vacancy@camhigh.school.nz*](mailto:vacancy@camhigh.school.nz)

*Phone: 07 827 5415*