

St. Mary's School

901 Frederick St, Hastings, 4120

Phone (06) 876-6421 Email: office@stmaryshastings.school.nz



APPLICATION FORM AND PRIVACY STATEMENT

Instructions:

Complete all sections of this application form even though they may be duplicated in your Curriculum Vitae. Send this application form, a covering letter and your Curriculum Vitae to:

Teaching Position
The Principal
St Mary's School
901 Frederick Street
Mahora
Hastings 4120.

Please mark your application '**Private & Confidential**'

Note that applications must be received by Monday 10 December 2018 , at 4 p.m.

Position applied for:

Personal Details

Name _____
Surname First Names Preferred Name

Postal Address _____

Telephone No: Home _____ Work _____

Fax No: Home _____ Work _____

Email _____

Referees: Supply the names and details of three Referees who may be contacted to support your application. Select your referees from people who currently are, or have been, involved in education.

Name _____
Surname _____ First Name _____ Preferred Name _____
Postal Address _____
Email _____
Telephone No. Home _____ Work _____
Relationship to applicant _____

Name _____
Surname _____ First Name _____ Preferred Name _____
Postal Address _____
Email _____
Telephone No. Home _____ Work _____
Relationship to applicant _____

Name _____
Surname _____ First Name _____ Preferred Name _____
Postal Address _____
Email _____
Telephone No. Home _____ Work _____
Relationship to applicant _____

If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Disclosure of Convictions Against the Law

Note that all applicants may be asked to authorise the Privacy Commissioner to release details of their Police Record to the Board of Trustees.

Apart from minor traffic infringements have you ever been convicted of any criminal offence?

If you have answered "yes" to the above question please provide the details below or on a separate sheet.

Physical and Emotional Fitness

Comment on your physical and emotional fitness for the position.

Other Relevant Information

If there is any other relevant information that would assist the Board in making its decision about your suitability or otherwise to fill the vacancy please outline this below, i.e. are you currently, or have been in the past, investigated by the Teachers Council.

Declaration: Please read the following statement and if you agree to it sign below.

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

Signed _____ Date _____

Confirmation: Please read and sign the following statement.

I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct. 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.

Signed _____ Date _____

Privacy Statement from the Board of Trustees to Applicants

The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.