

KELSTON GIRLS' COLLEGE

APPLICATION FORM

Name: _____

Enclosed is an application for employment form which you are requested to **personally** complete.

This application form is a source of information which will be used by Kelston Girls' College to assist in considering your suitability for the position for which you are applying. If successful, such information shall form part of the School's personnel records. Failure to provide the information requested would prejudice the School's ability to assess your suitability for the position. It is in your interest to supply a curriculum vitae in addition to the information sought here which should include a summary of achievements relevant to this position and a statement of your educational philosophy. A photograph is appreciated.

You are entitled to access this information upon request to the Privacy Officer.

Date of Application:

APPLICATION FOR EMPLOYMENT

Note: The completion of this form does not indicate that there is any obligation on the school to engage the applicant.

Purpose: This information is collected for the purpose of assessing your suitability for employment at Kelston Girls' College..

Position Applied For:

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| YOUR NAME | How do you like to be addressed: |
| | Family Name: |
| | Given Names (underline name used): |
| | Are you known by any other names: |
| | Give details: |

| | |
|-----------------------------|-----------------|
| YOUR CONTACT ADDRESS | Contact Address |
|-----------------------------|-----------------|

| | |
|--------------------------|---------------------|
| TELEPHONE NUMBERS | Home Phone No: |
| | Other No. (If Any): |

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|-------------------------|---|----------|
| RESIDENT STATUS: | Are you legally entitled to work in New Zealand | Yes / No |
| | If yes can you produce evidence if required | Yes/No |
| | If no, do you have a work permit (production of a passport is required for verification)? | Yes/No |
| | Are you an assisted immigrant under bond to the government or any other employee | Yes/No |
| | If yes, do you have the authority to accept other employment | Yes/No |

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| EDUCATION | Names of secondary school(s) attended | From: | To: |
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| | University Qualifications : | | |
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| | College of Education Qualifications: | | |
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| | Other Qualifications/Certificates/Licences: (give details) | | |
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| | | | |
| | Are you a Registered Teacher? YES/NO Reg No | | |
| | Date of Expiry of Practising Certificate | | |
| | LANGUAGES: | | |
| Can you speak any language other than English: | | | |

EMPLOYMENT HISTORY

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| Present or Most Recent Employer: | Dates: From..... | To..... |
| School: | | |
| Address: | | |
| Position (subjects taught) | | |
| Extra Curricular Activities: | | |
| Reason for Leaving: | | |
| For the purpose of compliance with the Privacy Act 1993 do you consent to the school contacting your present employer for the purposes of reference checking? Yes / No | | |
| Do you consent to the school contacting others you work with for the purpose of reference checking? Yes/No | | |

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|-----------------------------------|------------------|---------|
| Next Most Recent Employer: | Dates: From..... | To..... |
| School: | | |
| Address: | | |
| Position (subjects taught): | | |
| Extra Curricular Activities: | | |
| Reason for Leaving: | | |

| | | |
|-----------------------------------|------------------|---------|
| Next Most Recent Employer: | Dates: From..... | To..... |
| School: | | |
| Address: | | |
| Position (subjects taught): | | |
| Extra Curricular Activities: | | |
| Reason for Leaving: | | |

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| REFEREES | Give name, address, and contact number of at least THREE Referees who may be contacted by the school |
| Name: | |
| Position: | |
| Address: | |
| Contact Number: | |

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|-----------------|--|
| Name: | |
| Position: | |
| Address: | |
| Contact Number: | |

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| Name: | |
| Position: | |
| Address: | |
| Contact Number: | |

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| | Give name, address, and contact number of at least one personal referee |
| Name: | |
| Address: | |
| Contact Number: | |

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| <p>Have you ever been convicted of any offence against the law (apart from minor traffic convictions)</p> <p>YES / NO</p> |
| <p>Do you know of any personal circumstances which may compromise your employment in working with young people in a school?</p> <p>YES / NO</p> |
| <p>If you answered "Yes" to either of the above questions, please provide, on page 4 of this application form, the date and details of the offence, or other reasons, together with any comments you may wish to make.</p> |
| <p>Please Note:</p> <ol style="list-style-type: none"> a. You may be asked to provide a copy of the relevant Court record(s) obtainable from the Police. b. Failure to provide correct and true details of any conviction or any reason for possible unsuitability will make you liable to dismissal from the employment of the Kelston Girls' College Board of Trustees, should you be the successful applicant. |

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Please note that Kelston Girls' College has a "Smoke Free" policy which forbids any smoking within the grounds or buildings by any member of staff, student or member of the public.

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| What are your interests/hobbies/sports clubs or community activities? |
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| MEDICAL | Have you had an injury or medical condition caused by gradual process, disease or infection for example hearing loss, repetitive strain injuries that may be aggravated or further contributed to by the tasks of this job? | Yes/No |
| | If Yes, please detail: | |
| | Have you claimed compensation in the last 12 months? | Yes/No |
| | If Yes, please detail: | |

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| <p>REFEREES:</p> <p>I understand that references provided by my named referees will be used for the purpose of considering my suitability for the position.</p> <p>I authorise the Board to make further verbal or written enquiry from my referees and/or my previous employers.</p> <p>YES / NO</p> |
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| Do you consent to the school, retaining information contained in this application for the purpose of considering your suitability for any other position which may arise with this school in the future? | Yes/No |
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DECLARATION

I _____(full name), declare that to the best of my knowledge the information provided in this application and in any curriculum vitae closed is accurate, and I understand that if any false information is given, or any material fact suppressed, I will not be employed or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection can result in my loss of entitlement to any compensation from ACC.

Signed: _____ **Date:** _____

If your application is successful when could you commence employment:

I consent to the Kelston Girls' College seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Kelston Girls' College for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the Kelston Girls' College is supplied in confidence as evaluative material and will not be disclosed to me.

Yes / No

If **Yes**, Print Name: _____ Date: _____

Signature: _____

School Use Only:

Interview: Yes / No

Interviewed by:

.....

Date: