

# Application for Appointment Teaching Position



I \_\_\_\_\_  
wish to apply for the position of \_\_\_\_\_  
at Sacred Heart Girls' College as advertised \_\_\_\_\_  
dated \_\_\_\_\_

## INSTRUCTIONS/INFORMATION

**Thank you for applying for a position with our school. Please ensure you have a copy of the Position Description before completing this application.**

1. Please complete this form personally. Answer all questions and make sure you sign and date where indicated on the last page. Please save the form as follows: Vacancy\_FirstInitialLastName\_Date, eg. Science\_JSmith\_010220.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of these references.
3. Attach a copy of your current Practicing Certificate.
4. Copies of qualifications should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
7. 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.
8. Should you be offered this position, you may be required to complete Police Vetting and the offer of employment remains conditional until such time as this has been completed and is satisfactory. Please complete the legal section at the end of this application.

# APPLICATION FOR APPOINTMENT - TEACHING STAFF

## PART A: PERSONAL INFORMATION

Miss

Mrs

Ms

Mr

Dr

Other

Surname/Family Name

First Names (in full)

--	--

I identify my gender as:

Date of Birth ( \_\_/\_\_/\_\_ )

Postal Address

--

Email Address

--

Contact Telephone Details

Home:	Work:	Cell phone:
-------	-------	-------------

## PART B: ACADEMIC/TRADE/OCCUPATIONAL QUALIFICATIONS

School/Technical Institute/University/etc	Dates attended	Qualifications obtained

# APPLICATION FOR APPOINTMENT - TEACHING STAFF

## PART C: EMPLOYMENT HISTORY

Please outline your current employer first followed in chronologically most-recent order

Employer's Name	
Period Worked	Position Held
Reason for Leaving	

Employer's Name	
Period Worked	Position Held
Reason for Leaving	

Employer's Name	
Period Worked	Position Held
Reason for Leaving	

Employer's Name	
Period Worked	Position Held
Reason for Leaving	

Employer's Name	
Period Worked	Position Held
Reason for Leaving	

Employer's Name	
Period Worked	Position Held
Reason for Leaving	

## APPLICATION FOR APPOINTMENT - TEACHING STAFF

### PART D: REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name/Position	Address/Email Address	Telephone	Relationship (e.g. employer/principal)

May we contact those people who have provided written references? Yes No

May we contact your current/most recent employers? Yes No

May we contact your previous employers? Yes No

# APPLICATION FOR APPOINTMENT - TEACHING STAFF

## PART E: DEMONSTRATION OF ATTRIBUTES AND ABILITIES

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section of the job description. Please outline below how you meet each of these attributes and abilities. Even though you are attaching a C.V, please fill this out in full. The contact person cited in the advertisement can assist with any questions you might have.

1. Committed and Actively Supportive	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
2. Strategic Classroom Practitioner	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
3. Motivated to Initiate and Sustain Effective, Respectful Learning Relationships	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

## APPLICATION FOR APPOINTMENT - TEACHING STAFF

<b>4. Adept at Restorative Practices</b>	
<i>Past roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
<b>5. Creative Thinker and Problem Solver</b>	
<i>Past roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
<b>6. Effective Collaborator and Communicator</b>	
<i>Past Roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
<b>7. Demonstrates Professional and Educational Leadership</b>	
<i>Past roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

## APPLICATION FOR APPOINTMENT - TEACHING STAFF

<b>8. Dedicated to Ongoing Professional Development</b>	
<i>Past roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
<b>9. Contribute to Co-Curricular Life</b>	
<i>Past roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
<b>10. Enthusiastic and Comfortable with Ongoing Change, Innovation, Reflection and Professional Inquiry</b>	
<i>Past roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>
<b>11. Competent Users of Appropriate Technology</b>	
<i>Past roles where Attribute/ Ability has been demonstrated</i>	<i>What did you do which demonstrated this?</i>

# APPLICATION FOR APPOINTMENT - TEACHING STAFF

## PART F: LEGISLATIVE INFORMATION

**Are you a New Zealand Citizen?**

Yes ☐ No ☐

**If you are not a New Zealand Citizen, do you have resident Status?**

Yes ☐ No ☐

**If you are not a New Zealand citizen and if you do not have the right of permanent residency here, then New Zealand Immigration Legislation requires Sacred Heart Girls' College to ask the following question:**

**Do you hold a current work permit?**

Yes ☐ No ☐

Expiry Date:

**Have you ever had any criminal convictions which are not eligible to be concealed under the Criminal Records (Clean Slate) Act 2004?**

Yes ☐ No ☐

**Are you currently awaiting the hearing of any charges?**

Yes ☐ No ☐

If Yes, please provide details:

**Have you ever received a police diversion for an offence?**

Yes ☐ No ☐

If Yes, please provide details:

**Have you been convicted of a driving offence which resulted in Temporary or permanent loss of licence or imprisonment?**

Yes ☐ No ☐

If so, please provide details:

**Are you awaiting sentencing/currently have charges pending?**

Yes ☐ No ☐

If Yes, please state the nature of the conviction/cases pending

**In addition to other information provided, are there any other factors that we should know to assess your suitability for application and ability to do the job (such as current/previous disciplinary matters currently with the Education Council)?**

Yes ☐ No ☐

If Yes, please provide details:



## APPLICATION FOR APPOINTMENT - TEACHING STAFF

### Declaration:

I declare that the answers to the questions in this application are true and correct. I have read and understood points 1 to 8 on Page 1 of this document and I accept that should my application be successful, the foregoing information will form part of my Contract of Employment and falsification of information is grounds for dismissal.

Full Name \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge and understand that the electronic signature above confirms my agreement to the above declaration.

If this form is completed by hand please sign here:

Signed \_\_\_\_\_

*Information provided on this form is used to assist in appointing the best person. This information will be kept in the personal file (in a locked filing cabinet in the Principal's Personal Assistant's office) for successful applicants. It will be destroyed for unsuccessful applicants. The information is accessible to the Principal, the Principal's Delegated Authority, Principal's PA and the applicant only. It may be updated or amended by the applicant on request.*

# SPECIAL CHARACTER POSITION FORM

## Schedule 6, Clause 47, Education and Training Act 2020

(Previously – Education Act 1989, Section 464)

### APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

#### A. POSITION BEING APPLIED FOR

<b>Position:</b> <i>(please circle position applying for)</i>		
CI 47 (a): Principal	CI 47 (b): Director of Religious Studies	CI 47 (c): Other teaching position
School:		
Address:		

#### B. PERSONAL

First Names:	
Surname:	
Address:	
Religion:	
Telephone Number Day:	Evening:
e-mail:	

#### C. PARISH

1.0 Are you a member of a Catholic parish community? Yes ☐ No ☐

If yes, name and address of parish:

.....

2.0 Are you involved in parish ministry? (eg. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy) Yes ☐ No ☐

If yes, name of Ministry or Service

.....

#### D. QUALIFICATIONS OR COURSES IN RELIGIOUS EDUCATION AND/OR THEOLOGY

(See [Notes](#))

Qualification/Course Attended (Include your Certification for Teachers in Catholic Schools if applicable)	Institution and Year

Duplicate and attach relevant CV material or certificates etc as appropriate.

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training? Yes ☐ No ☐

If yes, name and address of school(s):

.....  
 .....

**E. PREVIOUS TEACHING EXPERIENCE RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL**

Position	School	Year Level	From	To

**F. OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)**


**G. CATHOLIC CHARACTER REFEREES** Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See [note](#) on referees.)

<b>1</b>	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			
<b>2</b>	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

<b>3</b>	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of Education and Training Act 2020, Schedule 6, Cl 47 to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed: ..... Date: .....