

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 Practising 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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.

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PART A: PERSONAL INFORMATION

Miss Mrs Ms Mr Dr Other

Surname/Family Name

First Names (in full)

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I identify my gender as:

Date of Birth (_ / _ / _)

Postal Address

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Email Address

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Contact Telephone Details

Home:	Work:	Mobile:
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PART B: ACADEMIC/TRADE/OCCUPATIONAL QUALIFICATIONS

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

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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	

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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

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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>

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

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

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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:

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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
DEPUTY PRINCIPAL
Schedule 6, Clause 50, Education and Training Act 2020
(Previously – Education Act 1989, Section 467)

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

Deputy Principal

Important: This position requires particular capabilities related to the special character of the school. Please read carefully the notes at the end of this form before completing it.

A Position being applied for

Position:
School: Sacred Heart Girls' College
Address: 52 Clyde Street, Hamilton East Hamilton 3216

B Personal details

First Names:
Surname:
Address:
Religion or religious affiliation/tradition:
Mobile phone:
Email address:

C Qualifications relevant to the position

Please include any qualifications or training relevant to the particular capabilities for the position, as described in the notes. (For example, Certification in Catholic special character or Religious Education, courses in Religious Education, Theology, Bible Studies, Leadership, etc.)

D Experience relevant to the school’s special character

Please include any previous experience you have had teaching in a Catholic school, or involvement in parish and school groups or other religious organisations, etc.

E Referees

Three referees are required. At least one of them needs to be able to comment on your understanding and appreciation of the special character of a Catholic school.

Referee 1	
Name	
Address	
Email	
Mobile	
Referee 2	
Name	
Address	
Email	
Mobile	
Referee 3	
Name	
Address	
Email	
Mobile	

F Applicant's attestation

I acknowledge and accept that the information I have supplied will be used by the Proprietor in terms of the Schedule 6, Clause 50, Education and Training Act 2020, to assess my **acceptability** for this position and by the Board of Trustees to determine my **suitability**.

Signed:

Date:

See **Notes** page 4

NOTES: Schedule 6, CI 50 FORM Deputy Principal

What is a Schedule 6, CI 50 special character (tagged) position?

This form is referred to as Special Character position form and relates to the legislation set out in the Education and Training Act 2020, Schedule 6, Clause 50 (CI 50). Applicants for this position must be able to assist in planning and organising courses and programmes to ensure that they reflect the special character of the School.

Particular capabilities for the position

Schedule 6, CI 50 (Primary) Deputy Principal – applicants for this position must be able to maintain programmes and activities that reflect the special character of the school.

Schedule 6, CI 50 (Secondary) Deputy Principal – applicants for this position must be able to assist in planning and organising courses and programmes to ensure that they reflect the special character of the School.

Completing this form

The information contained in this form may be the only written information available to the Proprietor of the school for its statutory role of determining the acceptability of the applicant. Therefore, it is important that all sections of the form are completed.

Acceptability

The Board of Trustees of a primary school is legally bound to appoint a candidate only from the list of applicants acceptable to the Proprietor. When appointing a candidate, the Board of Trustees will also consider the information on this form. In a secondary school, acceptability is determined by the Board of Trustees, or its appointments committee.

**NZCEO
Sept 2020**