

Application for Appointment

Teaching Position | Sacred Heart Girls' College, Hamilton

Name in full

Position

Application code

BEFORE YOU START

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained an [exemption](#)). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#).
9. For the successful candidate, this document will be held securely on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

The information you provide may be disclosed to GovHub School Board Services (the service delivery arm of Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – NZ School Boards Association) for the purposes of seeking advice related to this recruitment process. This information will be handled in accordance with their [privacy statement](#).

¹ Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

Personal Information

Name in full

Preferred name

Postal Address

Postcode

Date of Birth (dd/mm/yyyy) optional

Phone

Email

Teacher Registration Number

Category

Expiry Date (dd/mm/yyyy)

MOE Number

Academic / Trade / Occupational Qualifications

School / Technical Institute / University etc.	Dates attended (From –To)	Qualifications obtained

Employment History

Please outline most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the details 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	Organisation	Mobile	Email
Relationship (e.g. employer / principal)				
Relationship (e.g. employer / principal)				
Relationship (e.g. employer / principal)				

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 CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions you might have.

Attribute / Ability	Past Roles where Attribute/ Ability has been demonstrated	What did you do which demonstrated this?
1. Committed and actively supportive		
2. Strategic classroom practitioner		
3. Motivated to initiate and sustain effective, respectful learning relationships		

Attribute / Ability	Past Roles where Attribute/ Ability has been demonstrated	What did you do which demonstrated this?
4. Adept at restorative practices		
5. Creative thinker and problem solver		
6. Effective collaborator and communicator		
7. Demonstrates professional and educational leadership		
8. Dedicated to ongoing professional development		
9. Contributes to co-curricular life		

Attribute / Ability	Past Roles where Attribute/ Ability has been demonstrated	What did you do which demonstrated this?
10. Enthusiastic and comfortable with ongoing change, innovation, reflection and professional inquiry		
11. Competent user of appropriate technology		

Continuation Sheet – Demonstration of Attributes and Abilities

Use this page if you need more space for any of the attributes above. Enter the attribute number and name, then continue your answer in the box below.

Attribute number and name

Declaration

- | | | | |
|---|---|---------------------------|--------------------------|
| 1 | Have you ever been dismissed from a teaching position in any country? | ☐ Yes | ☐ No |
| 2 | Have you ever had teacher registration refused or cancelled in any country? | ☐ Yes | ☐ No |
| 3 | Have you been involved in any disciplinary process within the last 12 months, which could call into question whether you meet the Teaching Council's Good Character and Fit to be a Teacher criteria? | ☐ Yes | ☐ No |
| 4 | Are there any health related conditions or injuries which could impact your ability to perform the position applied for? | ☐ Yes | ☐ No |

- 5** Are you a New Zealand Citizen? ☐ Yes ☐ No
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- 5a** If not, do you have resident status? ☐ Yes ☐ No

- 6 Have you ever had a criminal conviction?** ☒ Yes ☐ No
(Convictions that fall under the Clean Slate scheme do not have to be disclosed.)

- 7 In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job? ☐ Yes ☐ No

If so, please elaborate:

- 8 Do you consent to the school contacting your nominated referees in relation to this application? ☐ Yes ☐ No

- 9 Do you consent to the school contacting your current or previous employers, professional colleagues or any other appropriate person, in addition to your nominated referees? ☐ Yes ☐ No

- 10 If your application is successful, when could you start work?

Applicant Declaration

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed, I may not be employed, or if I am employed, my employment may be terminated:

Full name

Signature (click the box to sign)

Date (dd/mm/yyyy)

Sign here

Information provided on this form is used to assist in appointing the best person. For the successful candidate, this document will be held securely on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

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

Position: (please select the position applying for)

- ☐ 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

Phone

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? (e.g. 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):

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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)

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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.)

Referee 1

Name

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Phone

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Email

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Address

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Referee 2

Name

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Phone

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Email

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Address

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Referee 3

Name

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Phone

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Email

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Address

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Acknowledgement

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 (click the box to sign)

Date (dd/mm/yyyy)

Sign here