



LONG BAY COLLEGE

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APPLICATION FOR TEACHING APPOINTMENT

To: The Principal, Long Bay College. I wish to apply for the position of:
..... at Long Bay College
as advertised in the New Zealand Education Gazette / newspaper advert dated
please circle as appropriate

1. Full name:.....
(Surname) *(First Name[s])*

2. Postal address:
.....
Phone: Home: Business: Mobile:
Fax: email:

3. Gender: Male/Female Date of Birth:

4. In order to ensure your safety in our working environment, please supply details of existing medical condition(s):
.....

5. NZ Education Council Registration Number: Expiry date:/...../.....
Category of registration: Provisional / Subject to Confirmation / Full

6. Qualifications:

Certificates, degrees and diplomas held	Organisation	Place	Date Conferred

Continued /...

7. Are you currently studying or planning to study for any qualifications? YES / NO

Please give details:

.....

8. Which subjects are you qualified to teach?

.....

.....

9. In which co-curricular activities are you able and willing to assist?

.....

.....

10. What is your current position and the date of your appointment?

.....

11. Details in date order (most recent first) of previous teaching service. Indicate Positions of Responsibility where applicable:

Position	School	Subjects taught and levels	Duties	
			Commenced	Ceased

12. If relevant to your application, please give details of trade, commercial or administrative service, showing position, employer, place and inclusive dates of employment. (Please use a separate sheet if desired.)

.....

.....

13. Key areas of relevant experience for this position:

.....

.....

14. Student co-curricular involvement during the past three years only:

.....

.....

15. Community/Sporting/Cultural interests:

.....

.....

Continued ...

16. If you wish, please state in support of your application any other relevant qualifications, experience or strengths that you feel you possess. (Please use a separate sheet if desired.)

.....
.....

17. Names, addresses, phone numbers (home, mobile, business) and email contact of referees:

1. 2. 3.
.....
.....
.....
.....
.....
.....
.....
.....

18. May we discuss references with past or present employers? YES / NO

19. May we contact your current or previous employers? YES / NO

20. Have you had any court convictions in the last ten years? YES / NO

21. Are you currently awaiting the hearing of any charges? YES / NO

22. Are you aware if you have on any occasion been reported to or investigated by the New Zealand Teachers' Council? YES / NO

23. If so, please provide details:
.....

24. Are you: A New Zealand citizen YES / NO An Australian citizen YES / NO,
 A New Zealand resident YES / NO A work permit holder YES / NO

25. 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 this College to ask the following question:

Do you have a work permit? YES / NO Expiry Date: _____ / _____ / _____

26. If your application is successful, when could you start work?

27. You are required to provide photographic evidence of your identity in the form of a photocopy of either a current passport or driver's licence.

Declaration:

I, declare that the answers to the questions in this application are true and correct. I accept that should my application be successful, the foregoing information will form part of my contract of employment and falsification of information may be grounds for dismissal.

Signature: Date:

Continued ...

Privacy Act Authorisation:

This Authorisation Form is required to empower the Board of Trustees appointed sub-committee to contact the writer of any reference, any nominated referee or any other person to seek elaboration of any aspect of the written information forwarded on behalf of the applicant, or to make other enquiries the Board considers appropriate.

The form also authorises the Board to advise unsuccessful applicants of the name of the successful applicant after the successful applicant has been advised of their selection.

I, do hereby authorise the Board's appointed sub-committee to undertake the process of seeking more information from the writers of any reference or from a nominated referee or any person to seek elaboration of any aspect of written information that is presented to the Board as part of the application for the position of Business Manager at Long Bay College. The Board is authorised to advise unsuccessful applicants of my name should I be the successful applicant.

Signature: Date:

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 either be returned or destroyed for unsuccessful applicants. The information is accessible to the Principal and the applicant only. It may be updated or amended by the applicant on request.

CONSENT TO DISCLOSURE OF CONVICTIONS

The Long Bay College Board of Trustees may forward this to the police for a routine check

The Liaison Officer
Information and Communications Bureau
Police National Headquarters
WELLINGTON

I,
(First names) (Surname/Family name)
.....
(Maiden or any other names used)

Gender: Male / Female Date and place of birth:

Nationality: Address:
.....

hereby consent to the disclosure by the New Zealand Police of any convictions I may have pursuant to this application.

(N.B.: Such a disclosure may NOT include information relating to any discharge under Section 19 of the Criminal Justice Act 1985, or Section 247 of the Crimes Act 1961, or Section 282 of the Childrens and Young Persons and their Families Act 1989).

Signed: Date: