



WAITARA SCHOOL
Application Form (*Support Staff*)

2017

WAITARA HIGH SCHOOL DECLARATION

The Board of Trustees has a policy to employ the best available candidate to all support staff positions at Waitara High School.

Please complete this declaration form and forward it with your application to: **The Principal, Waitara High School** by email to: principal@waitarhs.school.nz.

NOTE – if you answer YES to any question you must provide further information on a separate sheet.

Have you ever been found guilty of a criminal offence?
(apart from minor traffic convictions) Yes No

If you have answered “yes”, please provide the date and details of the offence, or other reasons together with any comments you wish to make. You may be asked to provide a copy of the relevant Court record(s) obtained from the Registrar of the Court concerned. Please note, failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to be dismissed from the employment of the Waitara High School Board of Trustees, should you be the successful applicant.

Have you ever been dismissed from any position? Yes No

Are you aware of any circumstances and/or medical condition which the school should take into consideration in deciding whether you are of good character? Yes No

- 1. STATEMENT OF THE PRIVACY ACT:** In accordance with the provision and regulation of the Privacy Act 1993, I hereby give the Waitara High School Board of Trustees permission to contact my referees and/or any other such person or agency, to gain such information as is required for the Waitara High School Board of Trustees to ascertain my suitability for appointment to a position at Waitara High School.

I solemnly and sincerely declare that to the best of my knowledge and belief the information in this application is true and correct. I confirm in regards the Privacy Act 1993, I have authorised access to referees and others for the purposes of assessing my suitability for this position.

Applicant's signature: _____

Date: _____

Failure to answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.

Shortlisted applicants are asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be police vetted.

This application form and all supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

APPLICATION FOR APPOINTMENT

Position applied for:

Location:

	Waitara High School
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Tick One

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family Name:

First Names (in full):

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Full Postal Address:

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Phone/Email Contacts:

Private:	Mobile:
Work:	E-mail:

Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to this position:

Personal Details

Proof of Identity will be required.

Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction? <i>(Under the Vulnerable Children's Act 2014 core workers in schools will not be covered by the Clean Slate Act 2004 scheme)</i> If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received a police diversion for any offence? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you awaiting sentencing/currently have charges pending? If "Yes" please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of any concerns involving student safety? 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? If "Yes", please elaborate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? If "Yes", please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 names of at least **three** people who could act as referees for you. You can submit more written and verbal referees if you wish.

Name	Address	Contact	Relationship (e.g. employer, personal)
Authority to approach other referees: I authorise the Board, or nominated representative, to approach my listed referees and/or any other persons they see fit to gather information related to my suitability for appointment to the position.			Yes <input type="checkbox"/> No <input type="checkbox"/>

The position you have applied for requires specific knowledge, skills and personal attributes. These are stated in the person specification section and the job description. Please outline below how you have demonstrated this knowledge, and these skills and personal attributes.

NB: If these aspects are clearly covered in your CV please write SEE CV in boxes below.

Experience, knowledge, skills, attributes and personal characteristics	Past roles and ways in which you have demonstrated this experience; knowledge; skills; and personal qualities
<p>Communication Skills: Describe your communication style and successful experience in communicating with a full range of groups within the school community.</p>	
<p>Inter- Personal Skills and Qualities: Summarise the personal and professional experiences that have allowed you to demonstrate and develop sound inter-personal skills and qualities.</p>	
<p>Customer Service Skills and Qualities: Summarise the personal and professional experiences that have allowed you to demonstrate and develop sound customer service skills and qualities.</p>	
<p>Time Management Skills and Qualities: Summarise the personal and professional experiences that have allowed you to demonstrate and develop sound time management skills and qualities.</p>	

Summarise your Professional Development and Learning over the last 3-years

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Privacy Statement

The information that you supply on this application form is solely to assess your suitability for employment with Waitara High School. This information will be held securely at Waitara High School and under Waitara High School's rules of access. Information on unsuccessful candidates will be destroyed within three (3) days of the appointment being accepted. If appointed, you have the right to view your personal information held by Waitara High School, and may request correction if necessary.

Signature: _____

Date: _____

Note: *If completing this electronically a hard copy (signed) must be provided.*

Please fully complete these forms personally. Read through them first then answer all questions and make sure you sign and date where indicated. There is some repetition of some of the information required depending on its purpose.

If successfully short-listed you will need to provide proof of identification and if successfully appointed you will be required to provide originals as proof of qualifications.