

NON-TEACHING POSITION APPLICATION FORM

Please post or email to:

Application
Our School
123 School St
City 1234
office@ourschool.school.nz

Position applied for:

PERSONAL DETAILS

Surname				
Given names				
Preferred name				
Address				
Contact details	HOME		WORK	
	MOBILE		EMAIL	

Present Position

Business / Organisation			
Date appointed			
Position title			
Can we contact your current employer about this position?	YES	NO	

Educational Qualifications	Type of qualification	Date received	Received from

CONFIRMATION

1	<p>I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.</p> <p>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 dismissed.</p>	YES	NO
2	<p>In accordance with the Privacy Act, I authorise the board of trustees to:</p> <ul style="list-style-type: none">• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board• Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.	YES	NO
3	<p>STUDENT SAFETY <i>[Cross out the statement that doesn't apply to you]</i></p> <ul style="list-style-type: none">• I have never been the subject of a complaint about the safety of a student.• I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>		
4	<p>OFFENCES AGAINST THE LAW <i>[Cross out the statements that don't apply to you]</i></p> <ul style="list-style-type: none">• I have never been convicted of an offence against the law (excluding minor traffic convictions).• I have no pending charges of an offence against the law.• I have been convicted of an offence against the law. <i>Please give dates and details:</i>• I have pending charges of an offence against the law. <i>Please give dates and details:</i>		
5	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE

.....
Applicant's signature

.....
Date

REFEREES

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-list.

REFEREE'S DETAILS			
Full name			
Position			
Relationship to the applicant			
Contact details	PRIVATE		WORK
	MOBILE		EMAIL

REFEREE'S DETAILS			
Full name			
Position			
Relationship to the applicant			
Contact details	PRIVATE		WORK
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