

# NON-TEACHING POSITION APPLICATION FORM

**Please post or email to:**

Application  
Our School  
123 School St  
City 1234  
[office@ourschool.school.nz](mailto: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			
<b>Can we contact your current employer about this position?</b>	<b>YES</b>	<b>NO</b>	

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"> <li>Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li> <li>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.</li> </ul>	YES	NO
3	<p><b>STUDENT SAFETY</b>  <i>[Cross out the statement that doesn't apply to you]</i></p> <ul style="list-style-type: none"> <li>I have never been the subject of a complaint about the safety of a student.</li> <li>I have been the subject of a complaint about the safety of a student.  <i>Please give dates and details:</i></li> </ul>		
4	<p><b>OFFENCES AGAINST THE LAW</b>  <i>[Cross out the statements that don't apply to you]</i></p> <ul style="list-style-type: none"> <li>I have never been convicted of an offence against the law (excluding minor traffic convictions).</li> <li>I have no pending charges of an offence against the law.</li> <li>I have been convicted of an offence against the law.  <i>Please give dates and details:</i></li> <li>I have pending charges of an offence against the law.  <i>Please give dates and details:</i></li> </ul>		
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	

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