

Application Form

Position / role you are applying for

PLEASE

- 1. complete all sections of this form
- 2. attach a covering letter
- 3. attach your curriculum vitae

SEND TO

Completed applications are to be emailed to Mrs Joanne Bykerk, Principal's PA pa@hornby.school.nz

01 Personal details

Full name

Postal address

Landline

Mobile

Email

02 Teacher registration

Category & number

Expiry date (DD/MM/YYYY)

Are there any annotations on your current teaching certification?

☐ Yes ☐ No

If yes, please explain

03 Present employment

Current employer

Position

Nature of present position (tick appropriate boxes)

☐ Permanent ☐ Full-time ☐ Reliever ☐ Part-time

☐ Other (specify)

04 Employment record

Please provide an overview of your most recent positions and any other employment information you consider relevant to this position.

DATE	EMPLOYER	POSITION / ROLES

05 Qualifications

Please list your qualifications and any aspects of your study that are particularly relevant to this position.

QUALIFICATION	PARTICULARLY RELEVANT ASPECTS

06 Referees

Please nominate three referees below. These referees will be contacted by phone.

	NAME	CONTACT PHONE AND EMAIL	RELATIONSHIP TO THE REFEREE
1.			
2.			
3.			

07 Disclosure

Have you ever been convicted of any offence against the law apart from summary offences?

☐ Yes ☐ No

If yes, please supply relevant details

☐ I give permission for the Hornby High School Board of Trustees or nominated agent to check my record with the New Zealand Police.

Please describe any injury or illness you have had that may affect your ability to carry out the duties and responsibilities of the position effectively.

Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description effectively? If yes, please provide the detail.

08 Confirmation

- a) I certify that the information given in this application is, to the best of my knowledge, correct. I understand that this may be verified.
- b) In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
- c) I agree that the Board may make further verbal or written inquiry from my previous employer(s), and/or any other people relevant to this application.
- d) I agree that the information gained from the above enquiries in respect to my application be used for the purposes of considering my suitability for the position.
- e) I agree to the Hornby High School Board of Trustees requesting my personal file from any appropriate professional body.
- f) I declare that to the best of my knowledge the answers in this application form and the information provided in my Curriculum Vitae are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Applicant's signature

Date