

# Application for Appointment

## Support Staff Position



I \_\_\_\_\_  
wish to apply for the position of \_\_\_\_\_  
at Sacred Heart Girls' College as advertised \_\_\_\_\_  
dated \_\_\_\_\_

### INSTRUCTIONS/INFORMATION

**Thank you for applying for a position with our school.**

1. Please complete this form personally. Answer all questions and make sure you sign and date where indicated on the last page. Please save the form as follows: Vacancy\_FirstInitialLastName\_Date, eg. Learning Asst\_JSmith\_010220.
2. Please provide a current curriculum vitae (CV). Ensure you include Academic/Trade/Occupational Qualifications and Employment History.
3. Copies of qualifications should also be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Shortlisted applicants will be asked to give consent to Police Vetting.
7. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
8. Should you be offered this position, you will be required to complete Police Vetting and the offer of employment remains conditional until such time as this has been completed and is satisfactory. Please complete the legal section at the end of this application.

# APPLICATION FOR APPOINTMENT - SUPPORT STAFF

## PART A: PERSONAL INFORMATION

Miss      Mrs      Ms      Mr      Dr      Other

Surname/Family Name	First Names (in full)
<input type="text"/>	<input type="text"/>

I identify my Gender as:	Date of Birth ( _ / _ / _ )
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Postal Address
<input type="text"/>

Email Address
<input type="text"/>

Contact Telephone Details		
Home:	Work:	Cell phone:

## PART B: REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name/Position	Address/Email Address	Telephone	Relationship (e.g. employer/principal)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

May we contact those people who have provided written references?

May we contact your current/most recent employers?

Please tick if you agree

May we contact your previous employers?

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## PART C: LEGISLATIVE INFORMATION

**Are you a New Zealand Citizen?**

Yes  No

**If you are not a New Zealand Citizen, do you have resident Status?**

Yes  No

**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 Sacred Heart Girls' College to ask the following question:**

**Do you hold a current work permit?**

Yes  No

Expiry Date:

**Have you ever had any criminal convictions which are not eligible to be concealed under the Criminal Records (Clean Slate) Act 2004?**

Yes  No

**Are you currently awaiting the hearing of any charges?**

Yes  No

If Yes, please provide details:

**Have you ever received a police diversion for an offence?**

Yes  No

If Yes, please provide details:

**Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?**

Yes  No

If so, please provide details:

**Are you awaiting sentencing/currently have charges pending?**

Yes  No

If Yes, please state the nature of the conviction/cases pending

**In addition to other information provided, are there any other factors that we should know to assess your suitability for application and ability to do the job (such as current/previous disciplinary matters)?**

Yes  No

If Yes, please provide details:

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**Declaration:**

I declare that the answers to the questions in this application are true and correct. I have read and understood points 1 to 8 on Page 1 of this document and I accept that should my application be successful, the foregoing information will form part of my Contract of Employment and falsification of information is grounds for dismissal.

Full Name \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge and understand that the electronic signature above confirms my agreement to the above declaration.

If this form is completed by hand please sign here:

Signed \_\_\_\_\_

*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 be destroyed for unsuccessful applicants. The information is accessible to the Principal, the Principal's Delegated Authority, Principal's PA and the applicant only. It may be updated or amended by the applicant on request.*