



George Street  
Waiuku, 2123  
Tel: 09 235 8453 email: [admin@waiuku.school.nz](mailto:admin@waiuku.school.nz)

## APPLICATION FOR EMPLOYMENT TO WAIUKU PRIMARY SCHOOL

*(This form must be completed by the applicant and enclosed with Letter of Introduction & C.V).*

All information collected on this form, and in the course of assessing your application, will be handled in accordance with the provisions of the Privacy Act 1993.

**Position applied for:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Personal Details:

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

If you are known by any other names please record them here:

\_\_\_\_\_

Address (Residential): \_\_\_\_\_

\_\_\_\_\_

Telephone No Residential: \_\_\_\_\_ Daytime: Work: \_\_\_\_\_

E Mail: \_\_\_\_\_

Education Council New Zealand Teachers Practicing Certificate No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

### Important Information:

*Are you legally entitled to work in New Zealand?*

Yes/No (circle one)

*Have you had any criminal convictions in the past 10 years?*

Yes/No (circle one)

*Have you any criminal convictions pending?*

Yes/No (circle one)



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*Have you any outstanding fines?*

Yes/No (circle one)

*If you answer “Yes” to criminal convictions, pending convictions, or outstanding fines, please provide brief details:*

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*Have you had an injury or medical condition caused by gradual process, disease or infection – for example, hearing loss, or occupational overuse injuries – which the tasks of this job may aggravate or contribute to?*

Yes/No (circle one)

If you answer “yes” please provide brief details.

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*Are there any other matters which we should be aware of which may affect your suitability for employment with Waiuku Primary School?*

Yes/No (circle one)

If you answer “yes” please briefly summarise:

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*Do you currently have any possible conflicts of interest (relationships, family relations, business partnerships, previous connection) with staff working here at Waiuku Primary School or Board of Trustees?*

Yes/No (circle one)

If “yes” please briefly summarise:

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**Referees:**

*Please provide details of **three** referees that you authorise us to contact. One of these should be from your most recent, or current, employer. **Please ensure that I have their e mail addresses.***

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Relationship with you: \_\_\_\_\_

Phone & Contact Details: \_\_\_\_\_

E Mail: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Phone & Contact Details: \_\_\_\_\_

Relationship with you: \_\_\_\_\_

E Mail: \_\_\_\_\_

.....

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Relationship with you: \_\_\_\_\_

Phone & Contact Details: \_\_\_\_\_

E Mail: \_\_\_\_\_

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### Declaration:

I \_\_\_\_\_ (**name here**) declare that to the best of my knowledge, the information provided in this application (and the attached Curriculum Vitae) are complete and correct.

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position. This information will be recorded for the Appointment Committee to consult.

I understand that Waiuku Primary School is governed by the Vulnerable Children's Act 2014 and I authorise the Board, or nominated representative, permission to access any information held by the Education Council New Zealand or NZ Police, including matters under investigation, to gather information related to my suitability for appointment to the position.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Application Checklist:

1. I have filled in the 02 Waiuku Primary School Teacher Application Form 2018 - Essential Document fully (this document)
2. I have provided 3 referees full details, including their **e mail addresses**
3. I have written a Letter of Introduction
4. I have included an up to date Curriculum Vitae
5. These items have been emailed or posted this info to the Office Manager
6. I have my application in by 3:30 pm on Wednesday 10<sup>th</sup> January 2018

*Thank you for filling in this 02 Waiuku Primary School Teacher Application Form 2018 - Essential Document.*

*Simon Drewery*

Principal  
Waiuku Primary School  
George Street  
Waiuku 2123  
Franklin District  
Southern Auckland

09 235 8453  
[principal@waiuku.school.nz](mailto:principal@waiuku.school.nz)