



Heretaunga College

A Learning Environment of Opportunity & Challenge

Application for Appointment to a Position at Heretaunga College

A. POSITION APPLIED FOR				
B. PERSONAL DETAILS				
Surname:				
First Names:				
Full Postal Address:				
Contact Telephone Numbers (Mobile)				
		(Home)		
		(Work)		
Email Address				
C. REGISTRATION				
Type of Registration				
Expiry Date				
D. TERTIARY QUALIFICATIONS				
Certificates, degrees, diplomas or other relevant qualifications	Institution	Major	Date Year Completed	

E. PRESENT EMPLOYMENT		
Current Position Held (Specify):	Status (Permanent, P/T etc)	Date Appointed

F. TEACHING SERVICE - Details in date order (use separate sheet if desired)				
Position	School	Principal subjects and levels taught	Duties	
			Commenced	Ceased

G. REFEREES			
Applicants should nominate up to three referees below. The College will contact the referees so please ensure full details are given, including phone numbers.			
	Referee	Phone	Email
1			
2			
3			

Signature of Applicant _____

Date _____

- Note: (i) Applicants will be expected to furnish a 'Curriculum Vitae' and should state in support of their application any special qualifications, experience, or strengths that they feel they possess, and any extra-curricular activities with which they may be prepared to assist.
- (ii) Applicants that are short-listed and/or interviewed for any position at Heretaunga College will be required to complete the following form and provide 2 forms of **ORIGINAL** photo identification ie, Passport, Drivers Licence also your Education Council/Practicing Certificate ID Card. **You must bring these along to your interview.**
- (iii) It is the candidate's responsibility to ensure that the application reaches the Board before the closing date specified in the Gazette/Advertisement.
- (iv) Where there is any doubt a follow up email should be sent to klauij@heretaunga.school.nz or phone to confirm receipt on 9399370 ext. 889.

SAFETY CHECK

The Vulnerable Children Act 2014

The Vulnerable Children Act 2014 requires organisations funded by state services to undertake a complete and thorough check of all paid staff in the state-funded children's workforce.

In applying for a position at Heretaunga College, should you be short-listed and/or interviewed for a position you authorise us to undertake the following safety checks:

- Confirmation of identity – by providing 2 forms of photographic identification
- Referee Check – as indicated on Page 2
- Work History Check and talk with previous employers about my suitability for the position
- Education Council Check or professional body or licensing authority

DECLARATION STATEMENT

DECLARATIONS

Please Circle

Have you ever been convicted of, or are being prosecuted or investigated for, a criminal offence? **YES NO**

Have you ever been disciplined by a regulatory authority eg. Education Council? **YES NO**

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the position for which you have applied. All information provided in this application will be treated as strictly confidential and will only be used for the purpose of this application for a position at Heretaunga College.

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my consent to the processing of data contained or referred to in this application, in accordance with the Privacy Act 1993 and any subsequent legislation.

Signed: _____ Date: _____

Full Legal Name: _____

OFFICE USE

Photographic Identification – sighted (copy attached)

Type:	Number:	Expiry Date:

Practicing Certificate – sighted (copy attached)

Name on Card:	Registration Type:	Expiry:
	Date:	Undertaken By:

Education Council Check		
Referee Check Completed		
Work History Check Completed		
Police Vet		
Risk Assessment Completed		