



STRATFORD HIGH SCHOOL
 TE KURA TAURUA O WHAKAAHURANGI
APPLICATION FOR EMPLOYMENT

P O Box 204, Stratford, New Zealand
 Phone: (06) 765 6039

Email: mail@stratfordhigh.school.nz
 Website: www.stratfordhigh.school.nz

Current date: Position applied for:

Where and when advertised:

.....

*Please forward your completed form along with a covering letter and a copy of your most recent Curriculum Vitae marked
 Job Application to: The Principal, Stratford High School, P O Box 204, Stratford, 4332.*

A. PERSONAL INFORMATION

First name/s Family name

Residential address

.....

Email address

Phone number Mobile number

Date of birth (Optional) Marital status (Optional)

B. EDUCATION AND QUALIFICATIONS

Name of education

.....

Other qualifications, experience relevant to the current application.

.....

C. EMPLOYMENT HISTORY

Please provide details of all previous employment – use separate sheet if necessary.

<i>Employer</i>	<i>Position held</i>	<i>Dates of employment</i>	<i>Reason for leaving</i>

D. REFEREES (*If not on attached Curriculum Vitae*)

Approval is hereby given for the Stratford High School Board of Trustees to contact the referees below and enquire about the suitability of the applicant. Please list the names, designations and contact details of three referees. Two referees should be work related and the third may be personal.

Name

Address

.....

.....

Phone number (Home)

(Work)

Designation

Name

Address

.....

.....

Phone number (Home)

(Work)

Designation

Name

Address

.....

.....

Phone number (Home)

(Work)

Designation

E. DECLARATIONS

Note: if you answer YES to any question, please provide details on a separate sheet. Failure to provide correct and true details of any convictions or reason for possible unsuitability will make the applicant liable for dismissal from the position if appointed.

- 1. Have you ever been convicted of a criminal offence (apart from minor traffic convictions)? Yes No
- 2. Are there any reasons why you should not be employed to work in a school environment? Yes No
- 3. Do you have any injury or illness that may affect your ability to effectively carry out the duties and responsibilities of the position? Yes No
- 4. Do you have a drivers' licence? Yes No

If yes, what class?

Licence number

Expiry date

Are you awaiting the hearing of any charges for driving offences? Yes No

If yes, further information relevant to potential employment may be sought at any subsequent interview.

Note: You are not required to disclose any charges or convictions that are eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004.

- 5. Do you have, or are you aware of, any likely commitments that may prevent you from attending your place of employment during normal working hours, or affect your availability for overtime or work-related travel, e.g. sports, hobbies, special interests, education, training. Yes No

If yes, please give brief details

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- 6. Are you a member of a territorial force unit for volunteer fire brigade? Yes No
- 7. Do you have a spouse, partner, relative or household member working in this school? Yes No
- 8. Do you have the legal right to work in New Zealand, either entitlement to permanent residence or a valid work permit. *(Evidence may be required if you are interviewed).* Yes No
- 9. If your application is accepted when could you commence employment?

F. HEALTH

- 1. Have you ever had an injury or medical condition or gradual process injury, disease or infection that may be caused by aggravated or further contributed to by the tasks of the job? Yes No
- 2. Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for? If yes, please specify. Yes No

- 3. Are you allergic to, or have sensitivity to, any substances or chemicals? Yes No
 If yes, please specify.
- 4. Have you ever suffered any back injury or back strain? Yes No

G. CONFIRMATION

Please read the following statement and if you agree to it sign below:

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

Signed

Date

Privacy statement from the Board of Trustees to applicants

The information that has been provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process the Curriculum Vitae will be returned to all unsuccessful applicants. The Curriculum Vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.

Confirmation

I, declare that to the best of my knowledge, the answers to the questions in this application, my covering letter and curriculum vitae are correct.

Signed

Date

<p><i>Post your application to The Principal, Mr P Keenan, Stratford High School, P O Box 204, Stratford, 4352.</i></p> <p>Enquiries: Telephone: (06) 765-6039 Email: mail@stratfordhigh.school.nz</p>
