Please fill in the application form (as a word document) and email (or share) together with your resume to:

Ginny Neal, principal@fairlie.school.nz

Principal

Fairlie Primary School

21 School Rd

Fairlie 7925

## Contact Details

|  |  |
| --- | --- |
| Surname: | Forename/s: |
| Address: | |
| Phone – home: | Phone - business: |
| Mobile: | Citizenship: |
| Email home: | |
| Email work: | |
| Practicing Certificate Registration Number: | Expiry date: |
| MoE Employee # |  |

## Current Employment

|  |  |
| --- | --- |
| Name of employer: | Phone: |
| Address: | |
| Date commenced: | Position held: |
|  | |

## Previous Employment (please list all schools and positions)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Salary scale** | **School** | **Start date** | **Finish date** |
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1. Tertiary Education Completed & Study Currently Undertaken

(Please attach copies of official transcripts)

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| --- | --- | --- | --- |
| **Institution attended** | **Qualification attained** | **Years taken** | **Date awarded** |
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## Referees

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| --- | --- |
| Please provide referee information. At least three of your referees must be known to you in a work related capacity. Three referees will be contacted prior to the short listing.  Please note that the appointments panel may wish to contact other people who are not on this list – please see the disclaimer. | |
| **Referee One** | |
| Name: | Phone (home & cell): |
| Position Held: | Organisation: |
| Relationship to Applicant: | |
| **Referee Two** | |
| Name: | Phone (home & cell): |
| Position Held: | Organisation: |
| Relationship to Applicant: | |
| **Referee Three** | |
| Name: | Phone (home & cell): |
| Position Held: | Organisation: |
| Relationship to Applicant: | |
| **Referee Four** | |
| Name: | Phone (home & cell): |
| Position Held: | Organisation: |
| Relationship to Applicant: | |

## Declaration and Authorisations

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| --- |
| **Medical questionnaire:** |
| Do you or have you ever had any injury or medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment?  Yes / No  If you have answered yes to the above question, please specify health problems or disabilities below. |
| **Convictions against the law:** |
| Have you ever been convicted of any offence against the law (apart from minor traffic convictions?  Yes / No  If you have answered yes to the above question, enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Court concerned. The copy should be accompanied by any comments regarding the offence. Give full details. Note: that the Board will seek a police clearance from all short-listed applicants or preferred applicants, prior to confirmation of appointment. |
| **Declarations:** |
| I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Fairlie Primary School responsible for any omission or misstatements that I have made in the information provided. |
| I understand that all information provided about me to you, including my application form, resume (optional), references and any assessments will be held by the Board of Trustees, Fairlie Primary School to be used for the purpose of evaluating my qualifications, experience and suitability for employment as a teacher at Fairlie Primary School. |
| I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading. |
| I understand that I am entitled to have access to relevant information retained by the Board of Trustees of Fairlie Primary School (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction. |
| I consent to the Board of Trustees making such enquiries with such organisations including but not limited to inquiries with all former employers, Teacher Registration Board, and such other bodies or organisations which might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain. |
| Have you ever had a complaint made against you to the New Zealand Teachers Council?  Yes / No  Have you ever failed a Police check regarding your suitability for employment in an educational institution?  Yes / No  If you have answered yes, please enclose a separate letter to describe the nature of the offence, the circumstances (when, where etc.), and the outcome. |
| I certify that the information given in this application is correct to the best of my knowledge, and I understand that this may be verified.  Signature: …………………………………………………………………………………..  Name: ………………………………………………………………………………………  Date: ……………………………………………………………………………………….. |