

Application for Employment

Complete all sections of this application form even though they may be duplicated in your Curriculum Vitae. Please email your application, covering letter and curriculum vitae to principal@chilton.school.nz or post to:

The Principal
 Chilton Saint James School
 PO Box 30090
 Lower Hutt 5010

POSITION APPLIED FOR

PERSONAL DETAILS					
Title (please circle one)	Mr	Mrs	Miss	Ms	Dr
Surname	First Names		Preferred Name		

Postal Address

Contact Details	Home Phone	Work Phone
	Fax	Mobile
Email		

Date of Birth (optional)	Nationality	
Are you a New Zealand Resident? (please circle one)	Yes	No
If no, do you have a New Zealand Work Permit? (please circle one)	Yes	No

PRESENT EMPLOYMENT	
Organisation Name	
Position	
Date Commenced	

QUALIFICATIONS		
Qualification and Experience	Institution	Date Conferred

PREVIOUS EMPLOYMENT HISTORY					
Please state if full time or part time and include number of hours per week if part time.					
Organisation	Position	Specifications	Part Time Hours/Week	Period Employed	
				Start	Finish

Additional Experience Relevant to the Position (this may include Professional Development)
Personal Interests and Community Involvement

HEALTH STATEMENT				
(please circle one)	Excellent	Good	Average	Poor
Please describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of the position.				
Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? If yes, please provide details.				
I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or paid sick leave entitlement.				
Signed		Date		

DISCLOSURE OF CONVICTIONS	
Have you ever been convicted of any offence against the law (apart from minor traffic infringements) and know of any reason why you should not be employed to work in a school environment?	
(Please circle one)	Yes No
If yes, to the above question, please provide details below or on a separate sheet.	

OTHER RELEVANT INFORMATION
If there is any other relevant information that would assist the Principal in making her decision about your suitability for this position, please provide details below.

PRIVACY STATEMENT TO APPLICANTS FROM THE PRINCIPAL AND BOARD OF TRUSTEES
<i>The information provided or to be provided to the Principal in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Principal or representative will have access to the information. 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.</i>

REFEREES			
Please supply the names and details of at least two referees who may be contacted to support your application. (Referees will not be contacted without prior notification to the applicant)			
1. Referee's Name			
Postal Address			
Email Address			
Telephone Contact	Home	Work	Mobile
Relationship to Applicant			

2. Referee's Name			
Postal Address			
Email Address			
Telephone Contact	Home	Work	Mobile
Relationship to Applicant			

3. Referee's Name			
Postal Address			
Email Address			
Telephone Contact	Home	Work	Mobile
Relationship to Applicant			

DECLARATION			
Please read and sign the following statement.			
<i>In accordance with the Privacy Act 1993, I give consent for the Principal or her representative to make enquiries from the referees listed in this application and give consent to the referees making such information available.</i>			
Signed		Date	

CONFIRMATION			
Please read and sign the following statement.			
<i>I declare that to the best of my knowledge the answers in this application and the information provided in my curriculum vitae are correct. I understand that if any false or misleading information is given, or any information suppressed, I will not be employed or if I am employed, my employment may be terminated.</i>			
Signed		Date	