

Application for Employment

Under the Privacy Act 1993, all information given will be treated as confidential and will only be made available to those involved in the selection and appointment process. You have the right of access to personal information and also to see any correction you think necessary to ensure accuracy.

For ease of processing and photocopying, please do not send CVs and applications bound or in folders

Personal Details: *(please print clearly)*

Title: MR / MS / MRS / MS / DR

Family Name:

First Name(s):

Postal Address:

Other Contact Details:

Home Telephone:

Leave Message

Don't Leave Message

Business Telephone:

Leave Message

Don't Leave Message

Mobile Telephone:

Email Address:

Personal Details:

Gender: FEMALE / MALE

Date of Birth:

Ethnicity:

Citizenship:

NZ Citizen

Permanent NZ Resident

Require NZ Work Permit

Hold NZ Work Permit

For the love of learning

Other Details:

Registration Category: Full Provisional STC

Number: _____ Expiry: _____

Do you have a current First Aid Certificate?:

Yes No

Date Issued: _____

Are you able to work the hours required for the position?

Yes No

If no, please give details: _____

Health:

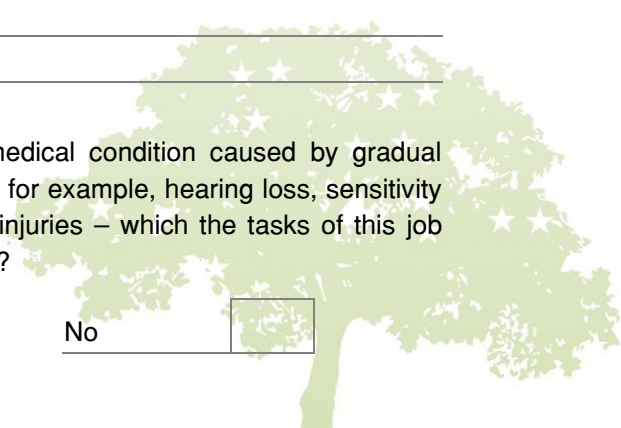
Do you have any disability or health related difficulty that has affected your employment or made access to employment or staff development difficult?

Yes No

If yes, and you have no objection, we would appreciate further details:

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

Yes No



If yes, please give details and describe any technical aids, equipment or adaptations to the workplace which you would need to make your work easier and/or increase your performance.

The information under the heading Court Convictions is required because some convictions will be unacceptable in some positions.

If yes, you may be asked for further details at interview.

Court Convictions:

Do you have a current Police Check?

Yes No

Have you been convicted of any offence against the law in the last ten years?

Yes No

Are you awaiting sentencing/currently have charges pending?

Yes No

Employment:

List your current or most recent employer first. Include periods of employment. Details may be shown on an attached CV.

Current/Past Employer:

From: _____ To: _____

Position: _____

Reporting To: _____

Responsible For: _____

Reason for Leaving: _____



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Position: _____

Reporting To: _____

Responsible For: _____

Reason for Leaving: _____

Qualifications Achieved:

NZFKU Diploma

ECE Diploma

DEd/Teaching

Post Graduate

Equivalency

Other (please specify)

NB: A copy of equivalency certificate must be enclosed with your qualifications



Specific Supporting Information Including Skills, Strengths and Interests in Relation to the Key Performance Area of ***Learning and Teaching***.

(please use additional pages as necessary)

Specific Supporting Information Including Skills, Strengths and Interests in Relation to the Key Performance Area of ***Communication***.

(please use additional pages as necessary)



Specific Supporting Information Including Skills, Strengths and Interests in Relation to the Key Performance Area of *Support For & Co-Operating With Colleagues*:

(please use additional pages as necessary)

Overall Suitability for the Position:

(in relation to your personal qualities and the extent to which you believe you would work well with the staff and the Courtyard Montessori community)



Please check that you have supplied the required information and mark the boxes off as you go.

Curriculum Vitae Checklist:

Applicants are asked to complete this Application for Employment form and return it with a covering letter of application and a Curriculum Vitae. Your Curriculum Vitae should contain the following:

Full employment history (most recent position first)	<input type="checkbox"/>
Education, training and qualifications relevant to this position	<input type="checkbox"/>
Specific skills, strengths and abilities relevant to this position	<input type="checkbox"/>
Names and contact details of three recent referees who can substantiate your suitability for this position	<input type="checkbox"/>
Any other relevant information and experience	<input type="checkbox"/>

Please note that incorrect or misleading information or the omission of important information may disqualify you from appointment, or if appointed to the position, make your employment liable to be summarily terminated.

Declaration:

I declare that to the best of my knowledge, the answers to the questions asked here and all information submitted with my application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed. I give consent for the Principal or appointed advisor to contact my referees in relation to my application for this position and to make inquiry to previous employers, or other persons, or institutions deemed necessary to satisfy the Principal as to the suitability of the applicant for a position at the Courtyard Montessori Preschool.

Signed: _____

Date: _____

