Ōtorohanga College

Application for appointment

Thank you for applying for the position of Principal at Ōtorohanga College. Please ensure you have a copy of the job description before completing this application. Please note:

1. Please complete this form personally. When you have answered all the questions please sign and date it on the last page.
2. Please attach a CV with any additional information.
3. Copies only of qualifications should be attached. If you are successful in winning the position you will be required to provide originals as proof of qualifications.
4. If you are invited to an interview you may bring whānau/support people at your own expense. Please let us know if you intend to do this.
5. If any information given in this application proves to be not correct any offer of employment may be withdrawn or appointment may be terminated if information is later found to be false.
6. In terms of a criminal conviction the Criminal Records (Clean Slate) Act 2004 allows that certain convictions do not have to be disclosed providing:
   1. you have not committed any offence within 7 consecutive years of being sentenced for the offence **and**
   2. you did not serve a custodial sentence at any time **and**
   3. the offence was not a specified offence (specified offences are often sexual in nature) **and**
   4. you have paid any fine or costs

Custodial sentences include preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not required to disclose convictions which meet the requirements of the Criminal Records Act, but you may do so if you wish. If you are uncertain whether or not you must disclose a conviction please contact the Ministry of Justice.

1. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
2. All information collected from referees will be destroyed at the end of the selection process.
3. All information received in relation to the appointment will be held in confidence by the Ōtorohanga College Board of Trustees and used only in relation to the appointment process

If you have any questions about the form or any of the information it contains please contact the person cited in the advertisement.

**This page must be retained on file as part of the application. Do not remove it from the completed application.**

Application

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| The position you are applying for | Principal, Ōtorohanga College |
| Your last name or family name |  |
| Your first name |  |
| Your address |  |
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| Your preferred email and contact numbers |  |
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Please tick the appropriate boxes below

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| --- | --- | --- | --- |
| **Citizenship/residency status** |  | **Yes** | **No** |
| Are you a New Zealand Citizen? |  |  |  |
| If not, do you have NZ permanent resident status? |  |  |  |
| Do you have a current work permit? |  |  |  |
|  |  |  |  |
| **Criminal activity** |  | **Yes** | **No** |
| Have you ever had a criminal conviction?  *(Convictions under the Clean Slate Act do not have to be disclosed – see above)* |  |  |  |
| Have you ever received police diversion for an offence? |  |  |  |
| Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment? |  |  |  |
| Are you awaiting sentence/ currently have charges pending? |  |  |  |
| Have you been the subject of any concerns involving student safety? |  |  |  |
| In addition to the information provided above is there anything else we should know to assess your suitability for appointment to this position and ability to do the job? |  |  |  |
| *If you have answered yes to any of these questions please attach details to this application.* | | | |

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| --- | --- | --- | --- |
| **Health and general suitability** |  | **Yes** | **No** |
| Do you have any disability that may require support? |  |  |  |
| Have you had any injury or medical condition caused by gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries which the tasks of this job may aggravate? |  |  |  |
| Are there anything else we should know about your health to assess your suitability for appointment to this position and ability to do the job? |  |  |  |
| *If you have answered yes to either of these questions please attach details to this application.* | | | |
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| **Drivers licence** |  | **Yes** | **No** |
| Do you have a current New Zealand driver's licence? |  |  |  |

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| **Qualifications** | |
| Please give your highest secondary school qualification. |  |
| Please list your tertiary qualifications |  |
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| Please give any other qualifications relevant to this position |  |
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| **Employment history – please begin with your most recent employment** | | | |
| **Period worked** | **Employer's name** | **Position** | **Reason for leaving** |
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| **Referees** |

Please provide the names of three people who are willing to act as referees for you. One or more should be able to attest to your recent work performance.

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| **Name** | **Relationship to applicant (eg Principal)** | **Email and phone contact details** |
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| **Authority to approach other referees** | **Please sign** |
| I authorise the Board or nominated representative to approach my referees or people other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position for which I am applying. |  |
| I authorise the Board or nominated representative to approach the Teachers Council (or equivalent body) to access any information, including matters under investigation to gather information related to my suitability for employment to this position. |  |

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| **Declaration** |

I declare that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information I may be disqualified from appointment or, if appointed, may be liable to be dismissed.

Signature Date

This application is to be completed and submitted electronically as a PDF file. A signed hard copy must also be provided.