



Cheviot Area School

Principal Recruitment Application Form

Please complete this application form and send together with your CV and Cover Letter to:

Terri Johnstone - terri@c4change.co.nz

Please note that applications close on Wednesday the 5th of July at 5pm.

Personal Details

Surname:	Forename/s:
Address:	
Home Phone:	Mobile:
Preferred email:	
Are you legally entitled to work in New Zealand? Yes / No	

Teaching Details

Registration Number:	Expiry Date:
Practising Certificate Number:	MoE Employee #:

Education and Qualifications (Past and Current)		
Registration Number:		Expiry Date:
Practising Certificate Number:		MoE Employee #:
Degree/Diploma/Certificate	Name and Location of Institution	Year/s
Please attach copies of official transcripts		

Relevant Professional Development		
Development Undertaken	Name and Location of Institution	Year/s

Current Employment

Position/s Held:

School/Institution:

Location:

Period of Employment:

Current Teacher Classification/Salary Step:

Employment History

Name of Employer	Position/s Held	Year/s

Professional Associations

Advise the professional associations you belong to and your role in them:

Medical/Health

Do you have any injury, illness or condition that may affect your ability to effectively carry out the duties and responsibilities of the position? Yes / No

If you have answered 'yes' above, please specify:

Convictions

Have you ever been convicted of any criminal offence (other than a minor traffic offence)?

Yes / No

If 'yes', please 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 comments regarding the offence – please give full details:

Are you currently awaiting the hearing of any charges?

Yes / No

If 'yes', please provide details:

Have you been, or are you currently under investigation from any authority such as the Teachers Council, Health and Disability Authority, Privacy Commission etc?

Yes / No

If 'yes', please provide details:

Note: The School may seek a police clearance from all short-listed applicants or preferred applicants, prior to confirmation of appointment.

Referee Information

Please provide referee information below. At least three of your referees must be known to you in a work-related capacity. Up to three referees may be contacted prior to short listing.

Please note that the Appointment Committee may wish to contact other people who are not on this list – please see the disclaimer.

Referee A

Name:

Phone:

Position Held:

Organisation:

Relationship to
Applicant:

Referee B

Name:

Phone:

Position Held:

Organisation:

Relationship to
Applicant:

Referee C	
Name:	
Phone:	
Position Held:	
Organisation:	
Relationship to Applicant:	
Referee D	
Name:	
Phone:	
Position Held:	
Organisation:	
Relationship to Applicant:	
Referee E	
Name:	
Phone:	
Position Held:	
Organisation:	
Relationship to Applicant:	

Declaration and Authorisation

1. 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 Cheviot Area School responsible for any omission or mis-statements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, resume, references and any assessments will be held by Cheviot Area School to be used for the purpose of evaluating my qualifications, experience and suitability for employment as Principal of Cheviot Area School.
3. 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.
4. I understand that I am entitled to have access to relevant information retained by Cheviot Area 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.
5. I consent to the Presiding Member and/or Appointment Committee personnel 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.

6.

Signature:

Date: