



Hāwera High School

APPLICATION FOR APPOINTMENT TO AN ANCILLARY OR SUPPORT POSITION

NOTE

- Application is by the completion of this form, provision of a curriculum vitae and covering letter. (Brief details should be given on the form under all headings. Points may be expanded in the CV.)
- The closing date is noted in the advertisement for the position.
- APPLICATIONS SHOULD BE ADDRESSED TO:

The Principal, Hawera High School, PO Box 437, Hawera 4640
OR email to principalspa@hawerahs.school.nz

1. POSITION APPLIED FOR

2. PERSONAL DETAILS

Surname: _____

Mr / Mrs / Miss / Ms

First Names: _____

(Please Circle One)

Previous Surname: (if applicable) _____

Full Postal Address: _____

(Incl Postcode)

Home Phone: _____

Cell Phone: _____

Email: _____

Fax: _____

Date of Birth: _____

3. QUALIFICATIONS

[illegible]

4. PRESENT EMPLOYMENT (Tick those appropriate)

Position Held (Specify): _____

Date Appointed: _____

Permanent ☐ Part-time ☐ Relieving ☐ Other ☐

Other (Please specify details) _____

5. EMPLOYMENT HISTORY (Details in date order)

[illegible]

6. OTHER RELEVANT EXPERIENCE/INTERESTS ETC

7. REFEREES

List the names of at least three referees. Supply their designation, address and phone number. Approval is given for the Hawera High School Board of Trustees to contact referees and inquire about the professional performance of the applicant.

Name: _____ Position: _____

Address: _____

Phone Number/s: _____

Name: _____ Position: _____

Address: _____

Phone Number/s: _____

Name: _____ Position: _____

Address: _____

Phone Number/s: _____

Name: _____ Position: _____

Address: _____

Phone Number/s: _____

8. DECLARATIONS

YES

NO

Have you ever been convicted of a criminal offence? Subject to the Criminal Records (Clean Slate Act 2004)

☐☐

Are you aware of any impending court action against you?

☐☐

Have you ever been dismissed from any position?

☐☐

Are you aware of any medical condition which the Hawera High School Board should take into consideration in deciding whether to appoint you to the position?

☐☐

Are there any other reasons why you should not work in a school environment?

☐☐

Would you have any difficulty with the school being a non-smoking zone?

☐☐

Note: All appointees to school positions are required to have a police vet with a satisfactory outcome. This procedure will be arranged by the school.

I, _____ do solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application is true and correct. I also authorise the Hawera High School Board of Trustees to verify detail provided in this form or the accompanying curriculum vitae.

Signature: _____

Date: _____