

NON-TEACHING POSITION APPLICATION FORM

Please post or email to:



Cockle Bay School
28 Sandspit Road
Howick
AUCKLAND 2014

office@cocklebay.school.nz

Position applied for:

PERSONAL DETAILS

| | | | | |
|-----------------|--------|--|-------|--|
| Surname | | | | |
| Given names | | | | |
| Preferred name | | | | |
| Address | | | | |
| | | | | |
| | | | | |
| Contact details | HOME | | WORK | |
| | MOBILE | | EMAIL | |

Present Position

| | |
|---|--------|
| Business / Organisation | |
| Date appointed | |
| Position title | |
| Can we contact your current employer about this position? | YES NO |

| Educational Qualifications | Type of qualification | Date received | Received from |
|----------------------------|-----------------------|---------------|---------------|
| | | | |
| | | | |
| | | | |

CONFIRMATION

| | | | |
|---|---|------|-------|
| 1 | <p>I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.</p> <p>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 dismissed.</p> | YES | NO |
| 2 | <p>In accordance with the Privacy Act, I authorise the board of trustees to:</p> <ul style="list-style-type: none">• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board• Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. | YES | NO |
| 3 | <p>STUDENT SAFETY <i>[Cross out the statement that doesn't apply to you]</i></p> <ul style="list-style-type: none">• I have never been the subject of a complaint about the safety of a student.• I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i> | | |
| 4 | <p>OFFENCES AGAINST THE LAW <i>[Cross out the statements that don't apply to you]</i></p> <ul style="list-style-type: none">• I have never been convicted of an offence against the law (excluding minor traffic convictions).• I have no pending charges of an offence against the law.• I have been convicted of an offence against the law. <i>Please give dates and details:</i>• I have pending charges of an offence against the law. <i>Please give dates and details:</i> | | |
| 5 | I know of no reason why I would not be suitable to work with children or young people. | TRUE | FALSE |

.....
Applicant's signature

.....
Date

REFEREES

Please provide the names and contact details of two referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-list.

REFEREE'S DETAILS

| | | | | |
|-------------------------------|---------|--|-------|--|
| Full name | | | | |
| Position | | | | |
| Relationship to the applicant | | | | |
| Contact details | PRIVATE | | WORK | |
| | MOBILE | | EMAIL | |

REFEREE'S DETAILS

| | | | | |
|-------------------------------|---------|--|-------|--|
| Full name | | | | |
| Position | | | | |
| Relationship to the applicant | | | | |
| Contact details | PRIVATE | | WORK | |
| | MOBILE | | EMAIL | |