



TURAKI SCHOOL

Tumoana Street

Taumarunui 3920

E-mail: principal@turakiprimary.school.nz

Turaki School

OFFICE POSITION APPLICATION

Please post or email to:

Application

Turaki School

Tumoana Street

Taumarunui 3920

principal@turakiprimary.school.nz

**Position Applying for
(please tick):**

- Office administrator/receptionist
 Finance Administrator

PERSONAL DETAILS

Surname			
Given names			
Preferred name			
Address			
Contact details	HOME		WORK
	MOBILE		EMAIL
Teacher Registration Number			

Present Position

Business / Organisation / Kura	
Date appointed	
Position title	

**Can we contact your current employer/manager
about this position?**

YES

NO

Educational Qualifications	Type of qualification	Date received	Received from

Work History

Please include details of your work history for the last 5 years.

Business/Organisation	Position	Dates

Professional Development

Please provide a summary of recent professional learning and development.

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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 the appointment or if appointed, may be dismissed.</p>	YES	NO
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2	<p>In accordance with the Privacy Act, I authorise the Board 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
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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>
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4	<p>OFFENSES 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 offense against the law (excluding minor traffic convictions). • I have no pending charges of an offense against the law. • I have never been dismissed or terminated from an organisation/employment. • I have been convicted of an offense 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>
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5	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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.....
Applicant's signature

.....
Date

REFEREES

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

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

REFEREE'S DETAILS			
Full name			
Position			
Relationship to the applicant			
Contact details	PRIVATE		WORK
	MOBILE		EMAIL
