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| non-teaching position application form |
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| Please email to: |  | office@maniototo.school.nz |
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| **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** |
|  |  |  |
|  |  |  |

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| Work HistoryPlease include details of your work history for the last 5 years. |
| business/organisation | position | dates |
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| Professional DevelopmentPlease provide a summary of recent professional learning and development. |
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| confirmation |
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| 1 | 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.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. | yes | no |
|  |  |
| 2 | In accordance with the Privacy Act, I authorise the board of trustees to:* 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 | student safety [Cross out the statement that doesn’t apply to you]* 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.*Please give dates and details:*
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|  |
| 4 | offences against the law[Cross out the statements that don’t apply to you]* 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.*Please give dates and details:*
* I have pending charges of an offence against the law.*Please give dates and details:*
 |
|  |
| 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 |
|  |  |  |

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| referees |
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| 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-list. |
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| 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 |  |