

EAST OTAGO HIGH SCHOOL



APPLICATION FOR

Position applied for	Location
	East Otago High School, Palmerston, Years 7 – 13

Preferred title: Mr/Mrs/Ms/Miss

Surname/Family Name	First Names (in full)

Full Postal Address

Contact Telephone Number		
Private:	Business:	Cellphone:

Date of Birth

Current Position	School

Practising Certificate	
Number:	Expiry Date:

Please circle the appropriate response:

Are you a New Zealand citizen?	Yes No
If not, do you have resident status, or	Yes No
A current work permit?	Yes No
Have you ever had a criminal conviction?	Yes No
If "Yes" please detail:	

Have you ever received a police diversion for an offence? If "Yes" please detail:	Yes No
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Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes No
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Are you awaiting sentencing/currently have charges pending? If "Yes" please state the nature of the conviction/cases pending:	Yes No
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In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If "Yes", please elaborate:	Yes No
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Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? If "Yes", please detail:	Yes No
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Do you have a current driver's licence?	Yes No
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Please Note:

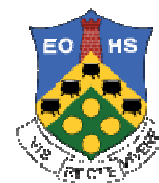
- You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.
- Failure to provide true and correct details of any conviction or reason for possible unsuitability will make you liable for dismissal from the employment of the Board of Trustees, should you be the successful applicant.

Privacy Act Statement

I agree that the Board of the School or its agents may make written or oral inquiry regarding my suitability for this position from my nominated referees, and/or previous employers, and/or other persons, and/or institutions deemed necessary to satisfy the Board as to my suitability for the position of Head of Science at East Otago High School.

Signature of Applicant: _____ **Date:** _____

EAST OTAGO HIGH SCHOOL



Application for

Instructions for Applicants:

1. Applications for this position close at 4.30 pm on _____ . The starting date for the position will be the beginning of _____ , or at a different date by negotiation
2. All inquiries are to be directed to the Principal, 03 4651 513
3. Applications should be posted to:

Mrs Virginia Powell
Board Secretary
East Otago High School
Stour St
Box 58
PALMERSTON
Otago

in an envelope clearly marked 'Confidential, Job Application' or emailed to office@eohs.school.nz

4. Your application should consist of the following items:
 - The attached application form clearly signed and dated.
 - A covering letter of application which includes a statement of educational philosophy.
 - A curriculum vitae containing at least the following information:
 - Biographical details
 - Details of Training and Practising Certificate number
 - Details of Teaching experience, and any other employment history
 - Other relevant experience and/or expertise
 - Any other information you feel may assist the Senior Management and Board to make its decision.
 - Names and contact addresses/phone numbers of up to three people who have agreed to act as referees on your behalf. Please ensure that they know they have been nominated and that you authorise them to disclose information about you to the Board or its agents for the purpose of determining your suitability for the advertised position should we chose to contact them. A pro-forma for you to give them is included in this pack.

All appointment procedures shall adhere to the East Otago High School Equal Employment Opportunities policy which is designed to ensure that no irrelevant factors are considered during the appointment processes, and the East Otago High School Appointments Policy. The Board of Trustees or its agent may make inquiry to previous employers, or other persons, or institutions deemed necessary to satisfy the Board/Principal as to the suitability of the applicant for the advertised position.

**REFEREES REPORT
FOR THE POSITION
EAST OTAGO HIGH SCHOOL**



Dear

I have applied for the position of _____ at East Otago High School and have nominated you as a confidential referee.

Please supply a written reference based on the areas indicated on the following page. Please attach this cover page to the reference and forward to:

The Board Secretary
East Otago High School
Stour St
Box 58
PALMERSTON
Otago

Marked Confidential to arrive by:

Your statement will be confidential to those making the appointment and any notes will be destroyed once the appointment has been confirmed. A member of the Board of Trustees or their agent may contact you to seek further information.

Yours sincerely

_____ Applicant

Date _____

EAST OTAGO HIGH SCHOOL



REFEREES REPORT FOR _____

1. **YOUR KNOWLEDGE OF THE APPLICANT**

For how long and in what capacity have you known the applicant?

2. **PERSONAL QUALITIES**

These may include such things as determination, sense of humour, social conduct, interpersonal relationships, ability to cope with pressure, enthusiasm, energy and innovative skills.

3. **QUALITIES AND EFFECTIVENESS AS AN EDUCATIONAL LEADER**

Please comment on applicant's strengths and potential, e.g. being a good role model, being an effective communicator, relating effectively with students and staff.

4. **KNOWLEDGE AND UNDERSTANDING OF THE CURRICULUM**

Please comment on applicant's strengths eg ability to interpret and implement curriculum statements, knowledge of current curriculum initiatives and developments, ability to lead curriculum development, understanding and awareness of current assessment issues and practice, reporting on student performance.

5. **MANAGEMENT AND ADMINISTRATION SKILLS**

Please comment on financial skills, awareness of legal and administrative requirements for running a department, ability to establish goals and priorities and see tasks through to completion, eg meet deadlines, work competently under pressure.

6. **STAFF RELATIONSHIPS**

Please comment on applicant's strengths, eg ability to develop sound working relationships, knowledge of performance appraisal systems, encouragement of others to develop their potential.

Please assess whether the applicant would be able to counsel staff members in time of their stress or on matters of professional performance.

7. **WORKING WITH STUDENTS**

Please comment on applicant's strengths, eg instructional leadership of students, empathy with and understanding of the needs of students, approaches to discipline issues.

8. **COMMUNITY AND PUBLIC RELATIONS**

Please comment on how well the applicant would relate to a wide range of people inside and outside the school, including those of different cultures and values, eg

professional relationship with community, Board of Trustees, PPTA and involvement with professional organisations.

9. **TREATY OF WAITANGI**

Please provide an assessment of the applicant's abilities to demonstrate an awareness of the intent and spirit of the Treaty of Waitangi as it relates to education.

10. **GENERAL**

In recommending this applicant, please describe their most outstanding characteristic or quality for the position of Head of Science at East Otago High School.

Please add any further information that you feel may assist us in reaching the best decision. Include strengths and any reservations you may have, based on previous performance as well as potential.

Thank you for your time and assistance.