



# ASHGROVE SCHOOL

48 Seddon Street  
Rangiora 7400  
Email: admin@ashgrove.school.nz  
Website: www.ashgrove.school.nz

Phone: 03 313 8552  
Fax: 03 313 4992

---

## APPLICATION FOR APPOINTMENT Year 7-8 Team Leader – Permanent Position

Please do not write (see C.V.). This form will be granted more weight in the initial screening than a C.V.

### A. Personal Details

Full Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Male / Female

Other details relevant to your application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### B. Educational Qualifications

Registration Status : (circle one) Unregistered/Provisional Registration/Fully Registered

Certificates: TTS / Dip Tch / H Dip Tch / Adv Dip Tch / Special: \_\_\_\_\_

Year: \_\_\_\_\_

Degrees / Diplomas: \_\_\_\_\_ Year: \_\_\_\_\_

Other Qualifications: \_\_\_\_\_

**C. Summary of Teaching Experience**

| Position | Type | Salary Scale | Class level | School | Date from | Date to |
|----------|------|--------------|-------------|--------|-----------|---------|
|          |      |              |             |        |           |         |

**Notes on completing the form** – In “Summary of Teaching Experience”, in “Type” column, enter

- P = for permanent appointment
- PT = for part-time position
- LT = for limited tenure appointment
- R = for relieving position

**D. Referees**

Please give the names of two or three referees who can be contacted to verify and enlarge upon information supplied in this application:

|                 |           |           |           |
|-----------------|-----------|-----------|-----------|
| Referees Name:  | _____     | _____     | _____     |
| School:         | _____     | _____     | _____     |
| Address:        | _____     | _____     | _____     |
| Phone (School): | ( ) _____ | ( ) _____ | ( ) _____ |
| (Home):         | ( ) _____ | ( ) _____ | ( ) _____ |

**E. Motivation**

Could you please explain in a few lines, the major reasons for your application for this position:

**F. Summary of Qualifications and Experience**

Please supply here, a brief tabulated summary of the main aspects of your qualifications and experience which you consider are relevant to the position as advertised (if not already covered in your CV)

**Closing date for Application: Monday 21<sup>st</sup> January 2019 4.00pm**

Applications will be considered which are received at the school by 4.00pm on the closing date.

If you are uncertain whether your application will arrive on time, please contact the school by phone prior to the closing time, when arrangements may be made to accept a late application.

The selected applicant will be advised by phone immediately a decision is reached. All unsuccessful applicants will be advised in writing as soon as the appointment is confirmed.

**Confidential Enquiries:**

I give Ashgrove School permission to seek information about my employment and personal background from nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection proposes.

**Employees Police Vetting:**

As part of a new legislation set by Ministry of Education all staff working in schools must be police vetted. In the event of being offered the position the selected applicant will be required to undergo this procedure.

**Declaration**

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment. **YES / NO**

If YES, you may be asked to provide a copy of relevant court records, and asked to comment further.

Please note: Failure to provide correct and true details of any conviction will make you liable to dismissal from the employment of the Board of Trustees, should you be a successful applicant.

I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you wish to have an acknowledgement of receipt of this application **YES / NO**  
(please enclose a stamped, self-addressed envelope for this purpose)

Do you wish to have your CV returned if your application is unsuccessful **YES / NO**  
(please enclose a stamped, self-addressed envelope for this purpose)

*Please return this form in an envelope clearly marked*

**JOB APPLICATION to:**

**The Principal, Ashgrove School, 48 Seddon Street, Rangiora 7400  
or alternative email JOB APPLICATION to admin@ashgrove.school.nz**