



Relief Teacher - APPLICATION FOR APPOINTMENT

Please fill in this form and return it by mail or email, together with a brief CV and any other material you consider relevant, to:

Principal's Assistant
Queen Margaret College
P O Box 12274
Thorndon, Wellington 6144

If your application is successful, the information will form part of the School's personnel records. Information relating to unsuccessful applicants is destroyed. The above statements are made in accordance with the Privacy Act 1993.

A. POSITION APPLIED FOR: _____

B. PERSONAL DETAILS:

Title: Miss / Ms / Mrs / Mr / Dr / None / Other: _____
(Please Circle One) *(Please state)*

Full Name _____

Address: _____

Contact Details:
Home Phone: _____
Mobile: _____
Email: _____

Date of Birth: _____

Start Date: _____

IRD Number: _____ **Tax Code:** _____

Bank Account No: _____

C. CLASSIFICATION OF TEACHER REGISTRATION

Full / Provisional / Subject to Confirmation (*Please circle one*)

A New Zealand Registered Teacher **YES** **NO**

Registration Number: _____ Expiry Date: _____

(*Please attach copy of current Teacher Registration card*)

D. QUALIFICATIONS (*Use a separate sheet if required*)

Certificates/Degrees/Diplomas or other relevant qualifications	Subjects/Papers Passed & Levels (if these are not in accompanying curriculum vitae)	Date/Year Completed

(*Please attach copies of relevant certificates, etc*)

E. AVAILABILITY

Date available to start or period of notice required in current employment

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F. ENTITLEMENT TO WORK

I am entitled under the Immigration Act 1987 to do the work for which this application applies:

- I am a New Zealand citizen (or an Australian citizen)
- I hold a New Zealand residence permit
- I hold a work permit with conditions permitting this employment
- I hold a visitor or student permit with conditions permitting this employment
- Other entitlements – please specify:

G. TEACHING SERVICE DETAILS: In date order with current position first.

Position	School	Subjects and Levels Taught	Duties Commenced	Duties Ceased

H. ALL TEACHING SUBJECTS

State other teaching subjects you are able to offer and are prepared to teach if required

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I. STATISTICAL INFORMATION

Where did you hear of this vacancy? (please tick one)	QMC Website	IB Website	ISNZ Website	Dominion Post	Education Gazette
Others: Please Specify					

J. REFEREES

Please list 3 people prepared to act as verbal referees if/when contacted by QMC.

1. **Name:** _____

Position: _____

Email address: _____

2. **Name:** _____

Position: _____

Email address: _____

I consent to Queen Margaret College seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information sought to be released to those persons involved with the recruitment and selection process of the Queen Margaret College Board of Governors, but otherwise **YES** **NO** held in strictest confidence.

K. HEALTH AND SAFETY

The following information is required to assist the School to meet its obligations under the Health and Safety in Employment Act 2015 and the Injury Prevention Rehabilitation and Compensation Act 2001, and to assess your ability to perform the duties of the position safely.

Do you suffer from or have you suffered from any injury or medical condition caused by gradual process, disease or infection (eg repetitive strain injury, occupational overuse syndrome, back injury or strain, hearing loss, sensitivity to chemicals) which this job may aggravate or contribute to?	YES	NO
If you answered 'Yes' please provide details:		
Do you have any health condition which could affect your ability to do this job?	YES	NO
If you answered 'Yes' please provide details:		

L. CRIMINAL RECORDS

As an educational institution those working within the School are placed in positions of trust. The School therefore requests that you answer the following questions.		
The School may decide to check your record for criminal convictions and/or your credit status. Do you consent to such a check?	YES	NO
Have you ever been convicted of a crime in New Zealand or in any other country?	YES	NO
Are there any charges against you yet to be heard?	YES	NO
If you answered 'Yes' to either or both of the above questions please provide details:		

APPLICANT STATEMENT:

I _____ do certify that the above information is full and correct. I understand that if any false information is given or any material fact suppressed I may be disqualified from consideration or if appointed I may be dismissed.

Signature of Applicant:

Date:
