

EMPLOYMENT APPLICATION FORM



Thank you for your interest in Pakuranga College. Please ensure you include the following in your application:

- Letter of Application
- Curriculum Vitae
- Application Form

You may send your application in by post or email.

LETTER OF APPLICATION

This should be a brief letter, no more than several paragraphs. It should summarise your strengths, why you seek this position, and what you will bring to the position and the college.

CURRICULUM VITAE

This should include:

- Personal details: Name, address, other contact details, country of birth, citizenship, NZ immigration or visa status.
- Employment history: From initial employment to the most recent. Include calendar years in each employment, name of school (organisation), and the positions held in each school or organisation.
- Academic qualifications: Recognised tertiary qualifications.
- Professional development: List recent (last three to five years) significant professional development undertaken.
- Referees: List three referees who can attest to your experience and suitability for this position. Provide as many contact details (e.g. phone, mobile, email) as possible.

APPLICATION FORM

Complete the attached Application Form and return it with your application. **This must be returned and your application will not be considered without its submission.**

Please send your application to:

Mr B Merchant
The Principal
Pakuranga College
Pigeon Mountain Road
Auckland 2012

OR

Mr B Merchant
principal@pakuranga.school.nz

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APPLICATION FORM

Position applied for

NAME

DECLARATION

In addition to the other information provided, are there any other factors (e.g. medical, work permit, etc.) that we should know to assess your suitability for appointment?

YES / NO

(circle one)

If yes, please elaborate:

1. I declare that to the best of my knowledge the answers and the information given in this application are correct and I understand that if any false or misleading information is given, or any material suppressed I will not be accepted, or if I am employed, my employment will be terminated.
2. I agree to Pakuranga College contacting anyone in relation to my application for this appointment.

SIGNATURE: _____ DATE: _____

PRIVACY ACT 2020

As per Principle 3 of the Privacy Act 2020, this application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may, at any time, have access to this information. I agree to the Pakuranga College Board (or its agents) approaching my referees for a written or verbal statement and clarification of my abilities in relation to the application. Furthermore, consent is given for members of the Pakuranga College Board (or their agents) to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for a position at Pakuranga College.