



# APPLICATION FOR RELIEF TEACHING AT JIREH CHRISTIAN SCHOOL

## Applicant Information Required

Applicants for a teaching position at Jireh Christian School are asked to provide the information listed below:

### Personal Details:

- Please fill out the attached application form.
- Please include a recent photo.

### A Curriculum Vitae including:

- Work experience – period employed, position, duties and reason/s for leaving
- Formal qualifications, (including dates)
- Experience relevant to the position advertised
- Other relevant training
- Subject strengths
- Extra-curricular school activities
- Personal interests including church, sporting and community activities.
- Transcripts of University Degree(s) and Teaching Diploma.

### Personal Statement:

- A detailed personal statement about the qualities you can bring to Jireh Christian School.

### Referees:

- Supply the names and contact details of two professional referees and two character referees.
- Indicate the working relationship between yourself and each referee.

### Documentation

- All applicants will be required to consent to a police vet.
- Shortlisted applicants being interviewed will need to provide originals of both primary identity documents, (e.g. passport) and secondary identity documents, e.g. New Zealand driver's license). A list of acceptable primary and secondary identity documents can be found in the last sections of the Vulnerable Children Regulations 2015.
- If any of your documents have a different name please submit supporting name change document as evidence of your name change.

**Submission of Applications**  
Please address applications to:

**The Administrator**  
**63 St. Georges Road**  
**Avondale, AUCKLAND 0600**  
**Phone: 09 836 6913**  
**Email: [administration@jireh.school.nz](mailto:administration@jireh.school.nz)**

## APPLICATION FOR TEACHING POSITION AT JIREH CHRISTIAN SCHOOL

*This form is to accompany your Curriculum Vitae*

The Board of Trustees is an EEO employer. The Board has also adopted the policy of only appointing teachers who are registered or eligible for registration to permanent positions.

### Position/s Applied For:

#### Personal Details:

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

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

Phone number: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Registration number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ Tick:  Full  Provisional  STC

Gender: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

**Church Affiliation:** \_\_\_\_\_

Denomination: \_\_\_\_\_

Church Attended: \_\_\_\_\_

Name of Minister: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Are you willing for the Principal to contact the minister of your church for a personal reference?

YES  NO

## Training & Experience:

Please tick any of the following for which you have special training, experience or interest:

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> ICT                | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Musical Instruments |
| <input type="checkbox"/> Choir              | <input type="checkbox"/> Tramping     | <input type="checkbox"/> Chess               |
| <input type="checkbox"/> Art                | <input type="checkbox"/> BYOD         | <input type="checkbox"/> Drama               |
| <input type="checkbox"/> Physical Education | <input type="checkbox"/> Electronics  | <input type="checkbox"/> Languages           |
| <input type="checkbox"/> Debating           | <input type="checkbox"/> e-Learning   | <input type="checkbox"/> Youth Activities    |
| <input type="checkbox"/> Photography        | <input type="checkbox"/> Library      | <input type="checkbox"/> Technology          |
| <input type="checkbox"/> Publications       | <input type="checkbox"/> Handicrafts  |  |

Other (Please comment): \_\_\_\_\_

## Tertiary Training:

What degrees, diplomas or other professional qualifications do you hold?

Degree/ Diploma etc: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Year Conferred: \_\_\_\_\_

Degree/ Diploma etc: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Year Conferred: \_\_\_\_\_

*What were your fields of study?*

Major fields: \_\_\_\_\_

Minor fields: \_\_\_\_\_

Please give names of courses attended and dates completed:

*(If necessary attach a list showing full details.)*

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

What subjects are you qualified to teach? \_\_\_\_\_

To what levels? \_\_\_\_\_

Most recent teaching positions: \_\_\_\_\_

School: \_\_\_\_\_

Position: \_\_\_\_\_

Length of Service: \_\_\_\_\_

**REFEREES:**

**Name of Applicant:**

Professional Referees:

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

Home phone: \_\_\_\_\_ Cell/Mobile phone: \_\_\_\_\_

E-mail and/or fax: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell/Mobile phone: \_\_\_\_\_

E-mail and/or fax: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**CHARACTER REFEREES:**

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

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

Home phone: \_\_\_\_\_ Cell/Mobile phone: \_\_\_\_\_

E-mail and/or fax: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

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

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

Home phone: \_\_\_\_\_ Cell/Mobile phone: \_\_\_\_\_

E-mail and/or fax: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

## AUTHORITY TO APPROACH OTHER REFEREES

*I authorize the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.*

- Yes  
 No

*I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.*

- Yes  
 No

**Note: I certify that the information given in this application is to the best of my knowledge correct.  
I understand that this may be verified.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PERSONAL STATEMENT:**

*(Include personal testimony of faith)*

## JIREH CHRISTIAN SCHOOL:

### DECLARATION

The Board of Trustees has a policy to employ only the best available teachers to positions at Jireh Christian School. The Board has a policy stating that only teachers registered with the New Zealand Registration Board would be appointed to teaching positions.

Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children's Act 2014 unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.

The Clean Slate Act provides certain convictions do not have to be disclosed providing:

- You have not committed any offence within 7 years of being sentenced for the offence.
- You did not serve a custodial sentence at any time.
- The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children's Act 2014.
- You have paid any fines or costs.

Please note you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

This application with all supporting documents will be held by the Board. You may access these in accordance with the provisions of the Privacy Act 1993.

**If you have any queries please contact:** [administration@jireh.school.nz](mailto:administration@jireh.school.nz)

Have you ever been convicted of an offence against the law (apart from minor traffic) or otherwise know of any reason why you should not be employed to work in a school environment?

YES

NO

*If yes, please give details of offense, or other reasons together with any comments you may wish to make.*

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

I am aware that this is a smoke-free school and agree to abide by this and other normal school policies and procedures if appointed. I agree to the Jireh School BOT or its agents contacting any past or present employers, associates or professional colleagues in addition to the names supplied as referees. I declare that all the information given in this application and in my Curriculum Vitae is true and correct. I understand that this may be verified.

In making this declaration I agree to the principal being able to contact any previous line manager (including but not limited to) previous syndicate leader, head of department or principal.

I have read and understand the statement of faith and should I be appointed to the position I will be able to be a role model of these tenets of faith.

I solemnly and sincerely declare that to the best of my knowledge and belief the information in this application is true and correct.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## IDENTITY VERIFICATION, CRIMINAL RECORDS AND RIGHT TO WORK

Please tick the appropriate boxes:

### Immigration Information

Are you a New Zealand citizen?

Yes  No

If not, do you have resident status,

Yes  No

**or**

A current work permit?

Yes  No

Have you ever had a criminal conviction?

Yes  No

*If "Yes" please detail:*

*(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)*

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Have you ever received a police diversion for an offence?

Yes  No

*If "Yes" please detail:*

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Have you ever been discharged without conviction for an offence?

Yes  No

*If "Yes" please detail:*

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Do you have a current New Zealand driver's licence?

Yes  No

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?

Yes  No

*If "Yes" please detail:*

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**Please tick the appropriate boxes:**

Are you awaiting sentencing or do you have charges pending?

Yes  No

*If "Yes" please state the nature of the conviction/cases pending:*

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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 your ability to do the job?

Yes  No

*If "Yes" please detail:*

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Have you ever been the subject of any concerns involving child safety?

Yes  No

*If "Yes" please detail:*

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Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?

Yes  No

*If "Yes" please detail:*

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**For teaching/Principal Positions:**

Do you hold a current practicing certificate from the Education Council of Aotearoa New Zealand?

Yes  No

Please enter your registration number: \_\_\_\_\_