

# **APPLICATION FOR TEACHING POSITION** **AT KINGSWAY SCHOOL**

## **Applicant Information Required**

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

### **1. Personal Details:**

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

### **2. 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.

### **3. Personal Statement:**

A detailed personal statement about the qualities you can bring to KingsWay School.

### **4. Referees:**

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

### **6. Submission of Applications:**

Please address applications to Principal's Personal Assistant  
KingsWay School  
100 Jelas Road  
Orewa.

Phone: (09) 427 0902, Fax: (09) 427 0919  
E-mail: [julia-k@kingsway.school.nz](mailto:julia-k@kingsway.school.nz)

**APPLICATION FOR TEACHING POSITION**  
**AT KINGSWAY 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:***

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***Personal Details:***

Full Name: .....

Address: .....

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Phone number: ..... Mobile phone: .....

E-mail address: .....

Registration number: ..... Expiry date: .....Circle: Full Provisional STC

Gender: .....

Place of Birth: .....

Marital Status: .....

Ages of Dependents: .....

***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"/> Orchestra          | <input type="checkbox"/> Choir            | <input type="checkbox"/> Art                 |
| <input type="checkbox"/> Physical Education | <input type="checkbox"/> Debating         | <input type="checkbox"/> Photography         |
| <input type="checkbox"/> School Newspaper   | <input type="checkbox"/> Orienteering     | <input type="checkbox"/> Tramping            |
| <input type="checkbox"/> Typing             | <input type="checkbox"/> Electronics      | <input type="checkbox"/> Computers           |
| <input type="checkbox"/> Library            | <input type="checkbox"/> Student Guidance | <input type="checkbox"/> Career              |
| <input type="checkbox"/> Guidance           | <input type="checkbox"/> Drama            | <input type="checkbox"/> Musical Instruments |
| <input type="checkbox"/> Handicrafts        | <input type="checkbox"/> Chess            | <input type="checkbox"/> Youth Activities    |
| <input type="checkbox"/> Languages          |   |  |

Other (Please comment): .....

.....

**Tertiary Training:**

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

Degree/ Diploma etc	Name of Institution	Year Conferred

**What were your fields of study?**

Major fields: .....

Minor fields: .....

Please give details of courses completed: *(If necessary attach a list showing full details.)*

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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:**

1. Name: .....  
Home phone:.....Cell/mobile phone:.....  
E-mail and/or fax: .....  
Relationship to Applicant:.....  
.....  
.....

2. Name: .....  
Home phone:.....Cell/mobile phone:.....  
E-mail and/or fax: .....  
Relationship to Applicant:.....  
.....  
.....

3. Name: .....  
Home phone:.....Cell/mobile phone:.....  
E-mail and/or fax: .....  
Relationship to Applicant:.....  
.....  
.....

**Character Referees:**

1. Name: .....  
Address: .....  
Home phone:.....Cell/mobile phone:.....  
E-mail and/or fax: .....  
.....

2. Name: .....  
Address: .....  
Home phone:.....Cell/mobile phone:.....  
E-mail and/or fax: .....  
Relationship to Applicant:.....  
.....

3. Name:.....  
Address: .....  
Home phone:.....Cell/mobile phone:.....  
E-mail and/or fax: .....  
Relationship to Applicant:.....  
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**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:.....



# KINGSWAY SCHOOL

## Declaration

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

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 (circle one)**

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 KingsWay 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 KingsWay 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.

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.

**Applicant's signature:...** .....**Date:.....**