

**APPLICATION FOR A SUPPORT STAFF POSITON**

**AT KINGSWAY SCHOOL**

**Applicant Information Required**

Applicants for non-teaching positions at KingsWay School are asked to provide the information listed below:

1. **Personal Details:**

Please fill out the attached application form.

1. **A Curriculum Vitae including:**

Work experience – period employed, position, duties and reason/s for leaving

Formal qualifications (including dates)

Transcripts of University Degree(s) and Teaching Diploma.

Experience relevant to the position advertised

Other relevant training

Personal interests including church, sporting and community activities.

1. **Personal Statement:**

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

1. **Referees:**

Supply the names and contact details of three professional referees and three character referees.

Indicate the working relationship between yourself and each referee.

1. **Submission of Applications:**

Please address applications to:

Julia Kinzett

Human Resources Manager

KingsWay School

PO Box 54

Red Beach, Auckland 0945

Phone: (09) 427 0902, Fax: (09) 427 0919

E-mail: [julia.kinzett@kingsway.school.nz](mailto:julia.kinzett@kingsway.school.nz)

**KingsWay School**

***Mission Statement -***

***“To be a Christian community of learning that nurtures***

***young people towards their full potential as servant leaders***

***in the kingdom of God.”***

**100 Jelas Road**

**Orewa, Auckland 0932**

**New Zealand**

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| **POSITION APPLIED FOR:** | |  | | |
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| **APPLICANT’S FULL NAME:** | |  | | |
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| **ADDRESS INFORMATION:** | |  | | |
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| **HOME PHONE NUMBER:** | |  | | |
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| **MOBILE PHONE NUMBER:** | |  | | |
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| **EMAIL ADDRESS:** | |  | | |
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| **PERSONAL INFORMATION:** | | **Gender:**  **Place of Birth:**  **NZ citizen NZ resident Work visa**  (*Circle appropriate category above)* | | |
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| **CHURCH AFFILIATION:**  **Name of church currently attending and name of Pastor/Minister:**  **Are you willing for the Principal to contact the**  **Pastor/Minister of your Church for a personal**  **Reference?**  **Name and phone number/s of Minister/Pastor:** | | **YES / NO *(please circle your answer)*** | | |
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| **POLICE VET:** | | **Under legislation each school support employee is required to undergo a Police Vet. Completion of a Police Vet form will be required before we can confirm your employment at KingsWay School.** | | |
| **EMPLOYMENT HISTORY** | | | | |
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| **Current Employment:**  **Position Held:**  **Place of Employment:**  **Length of Service:** | | |  | |
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| **Previous Employment** | | |  | |
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| **POSITION** | **EMPLOYER** | | | **LENGTH OF SERVICE** |
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| **QUALIFICATIONS** | | |
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| **Name of Degree and University**  **Diploma**  **Certificate**  **In House Professional Development** | **Subject Major** | **Year completed** |
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| **REFEREES** | **Supply the names and contact details of**  **three Professional Referees and**  **three Character referees** |
| **PROFESSIONAL Referee 1** |  |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Home phone:**  **Mobile phone:** |  |
| **E-mail address:** |  |
| **PROFESSIONAL Referee 2** |  |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Home phone:**  **Mobile phone:** |  |
| **E-mail address:** |  |
| **PROFESSIONAL Referee 3** |  |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Home phone:**  **Mobile phone:** |  |
| **E-mail address:** |  |
| **CHARACTER Referee 1** |  |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Home phone:**  **Mobile phone:** |  |
| **E-mail address:** |  |
| **CHARACTER Referee 2** |  |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Home phone:**  **Mobile phone:** |  |
| **E-mail address:** |  |
| **CHARACTER Referee 3** |  |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Home phone:**  **Mobile phone:** |  |
| **E-mail address:** |  |

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| **Personal Statement of Christian Testimony**  **Please provide a brief synopsis of your Christian walk (approximately one page).** |
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| **KINGSWAY SCHOOL**  The Board of Trustees has a policy to employ only the best available support staff to positions at KingsWay School.  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*** *(please circle one)*  If yes, please give details of offense, or other reasons together with any comments you may wish to make.  ……………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………….………………………………………….……  ……………………………………………………………………………………….…………………………………..……………  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.  Under law you will be required to undergo a Police Vet check.  ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ Declaration 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:……………..……….** |