



ONSLOW COLLEGE

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL – to be completed personally by the applicant

Text boxes will expand as you type.

APPLICANT NAME:

POSITION APPLIED FOR:

Date of application:

PURPOSE

Thank you for applying for a position within our school. This information is collected for the purpose of assessing your suitability for a position at Onslow College which may include future changes in roles within the school. Please ensure that you have a copy of the job description before completing this application.

1. Please fully complete this form personally. Answer all questions and make sure you sign and date where indicated on the last page.
2. Attach Curriculum Vitae if you have one. If you include written references, please note we may contact the writers of these references.
3. Please only forward copies of qualifications and certificates. If successful in your application, you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
5. If you are selected for an interview, you may bring whanau/support people at your own expenses. Please advise if this is your intention.
6. Shortlisted applicants will be asked to give consent to a check by police. **This is a legal requirement.**
7. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

Do you consent to Onslow College retaining the information contained in this application for employment, for the purposes of considering your suitability for any other position, which may arise in the College from time to time? **YES** **NO**

PERSONAL DETAILS

YOUR NAME	Title: (drop down) Name:
CONTACT DETAILS	Address: Contact phone number: Email:
EMERGENCY CONTACT	Name: Address: Phone number:
LEGAL WORK STATUS	Are you legally entitled to work in New Zealand? YES <input type="checkbox"/> / NO <input type="checkbox"/>

QUALIFICATIONS – use a separate sheet if necessary. Complete only if not included on your CV.

Certificates, Degrees, Diplomas or other relevant qualifications	Year passed

Verification of qualifications will be required.

EMPLOYMENT

If your application is successful, when could you commence work?

EMPLOYMENT HISTORY - use a separate sheet if necessary. Complete only if not included on your CV.

Organisation	Position	Duties	Dates

MEDICAL

Have you had any injury or medical condition caused by gradual process, disease or infection that may be aggravated or further contributed to by the tasks of this position? **YES** / **NO**
 If yes, please detail:

Do you have any allergic reactions? **YES** / **NO**
 If yes, please detail:

Do you have any existing medical conditions that the College should be made aware of? **YES** / **NO**
 If yes, please detail:

The College is a non-smoking site; this is a legislative requirement. Will you have difficulty in complying with this? **YES** / **NO**

GENERAL

Have you ever been convicted of any criminal offence against the law (other than minor traffic convictions)? **YES** / **NO**

Are you awaiting the hearing of charges in a civil or criminal court of law that could be considered detrimental to your application for this position?
YES / **NO**

Do you know of any other reason why you should not be employed to work with Boards of Trustees and/or in the school environment **YES** / **NO**

Please note

Failure to provide correct, true and full details of any conviction or reason for possible unsuitability may make you liable for dismissal from the employ of Onslow College should you be the successful applicant.

LANGUAGES (Optional)

Can you speak any language other than English?

REFEREES

Name	Position	Organisation	Phone

DECLARATION

I *(full name)* declare that to the best of my knowledge, the answers given in this application for employment are correct and I understand that if any false or deliberately misleading information is given, or material fact suppressed, I will not be considered or, that if I am employed, my employment may be terminated.

I agree to the reference/referees provided to Onslow College, in respect of my application for the position, being used for the purposes of considering my suitability for the position. I also agree that Onslow College may make further verbal and/or written inquiries from the referees provided and/or from my previous employers.

I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, may result in loss of entitlement for any compensation from ACC or the Boards accident insurer.

Signature:

Date: