

# MASSEY HIGH SCHOOL

## APPLICATION FOR APPOINTMENT

### SUPPORT STAFF POSITION



274 Don Buck Road  
Massey  
Auckland 0614  
Phone: 831 0500

Email: [office@masseyhigh.school.nz](mailto:office@masseyhigh.school.nz)

Thank you for applying for a position within our school.

1. Please complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a Curriculum Vitae (CV) containing any additional information.
3. Copies only of qualification certificates should be attached. 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn, or appointment being terminated, if any information is later found to be false.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. In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed, providing:
  - (i) You have not committed any offence within seven (consecutive) years of being sentenced for the offence, **and**
  - (ii) You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm), **and**
  - (iii) The offence was not a specified offence (specified offences are in the main sexual in nature), **and**
  - (iv) You have paid any fines or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

6. 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.
7. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and then be destroyed.
8. You are required to request referees reports from three referees. The report template is included in this pack and as a separate attachment. It is your responsibility to contact referees and provide them with a copy of the report and the information they need to complete it and return it by the deadline specified for the application. These remain confidential to Massey High School and the Board of Trustees. All information collected from referees will be destroyed at the end of the selection process.
9. All information received will be confidential to the Board of Trustees.
10. Applicants are welcome to visit the school. Make an appointment with the Principal's P.A. (09) 831 0501.
11. If you are selected for an interview, you may bring whanau and or a support person at your own expense. Please inform the Principal's P.A. if this is your intention.
12. If you have any queries, please contact the person cited in the advertisement.

**Office Use Only:**

***This page must be retained on file as part of the application. It must not be moved or destroyed.***

To: The Secretary, Massey High School Board of Trustees, 274 Don Buck Road, Massey, Auckland 0614

**A. POSITION APPLIED FOR** (copy from advertisement)

**B. PERSONAL DETAILS**

Tick one: Mr  Mrs  Ms  Miss  or other preferred title: \_\_\_\_\_

**Surname/Family Name**

**First Names (in full)**

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**Place of Birth:**

--

**IRD Number**

...../...../.....

**Full Postal Address**

**Post Code**

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**Phone/Email**

Home:	Mobile:	Business:
Email:		

**Emergency Contact:**

Name:	Relationship to You:	
Home:	Mobile:	Business:
Email:		

**Vehicle Details:**

Make:	Model:	Reg No:
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**C. TERTIARY EDUCATION QUALIFICATIONS**

Institution Attended	Year	Qualifications Attained	Date Awarded

**H. REFEREES**

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. **If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.**

Name	Address	Telephone	Relationship <i>(i.e. Employer, Principal)</i>

**Authority to approach other referees:**

I authorise 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 <input type="checkbox"/> No <input type="checkbox"/>
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**Please tick the appropriate boxes:**

Are you a New Zealand Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "No", do you have Resident Status	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current work permit? <i>Please provide a copy of Work Permit if applicable</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a criminal conviction? <i>(Convictions that fall under the clean slate scheme do not have to be disclosed)</i> If "Yes", please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever received a Police diversion for an offence? If "Yes", please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes", please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting sentencing/currently have charges pending? If "Yes", please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If "Yes", please elaborate:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? If "Yes", please detail:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you have a current driver's licence? Possibly indicate licence classes here</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed. I confirm the terms of the Privacy Act 1993 that I have authorised access to referees.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: If completing this electronically a hard copy (signed) must be provided.**

**REFEREE'S REPORT**  
**(Confidential to Massey High School)**

Name of Applicant: \_\_\_\_\_

Referee's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Extension: \_\_\_\_\_

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

1. (a) What is your relationship to the applicant? \_\_\_\_\_

(b) How long have you known them? \_\_\_\_\_

(c) What opportunities have you had recently to see them at work?

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

2. What are the main reasons that they will stand out as being an excellent teacher?

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

3. What is their Achilles' heel? Weaknesses? Or, areas needing development?

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

4. If you were in our position, would you appoint him/her?

\_\_\_\_\_

5. Any other comments that will help in the consideration of this applicant?

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

Please return directly to:  
The Principal  
Massey High School, 274 Don Buck Road, Massey, Auckland 0614  
Email: [gdenham@masseyhigh.school.nz](mailto:gdenham@masseyhigh.school.nz)

Thank you