

RĀWHITI SCHOOL APPLICATION FORM

Please post or email to:

The Principal
Rāwhiti School
150 Leaver Terrace
Christchurch 8083
principal@rawhiti.school.nz

Position applied for: Principal's Personal Assistant and Office Manager (PPA/Office Manager)

PERSONAL DETAILS

Surname				
Given names				
Preferred name				
Address				
Date of birth				
Contact details	HOME		WORK	
	MOBILE		EMAIL	

Present Employment Position

Employer	
Date appointed	
Type of work	

Can we contact your current employer about this position? YES NO

	Type of qualification	Date received	Received from
Qualifications			

Professional Development

Please provide a summary of any recent training or

professional
development
undertaken

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CONFIRMATION

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.	YES	NO
	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 dismissed.		
2	In accordance with the Privacy Act, I authorise the board of trustees to: <ul style="list-style-type: none">Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the boardObtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.	YES	NO

3	STUDENT SAFETY [Cross out the statement that doesn't apply to you] <ul style="list-style-type: none">I have never been the subject of a complaint about the safety of a student.I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>

4	OFFENCES AGAINST THE LAW [Cross out the statements that don't apply to you] <ul style="list-style-type: none">I have never been convicted of an offence against the law (excluding minor traffic convictions).
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	<ul style="list-style-type: none"> I have no pending charges of an offence against the law. I have been convicted of an offence against the law. <i>Please give dates and details:</i> I have pending charges of an offence against the law. <i>Please give dates and details:</i>
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6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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Applicant's signature

Date

REFEREES

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
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