



Taikura Rudolf Steiner School

505 Nelson Street North • PO Box 888 • Hastings 4156 • New Zealand

Phone (06) 878-7363 • E-Mail Address office@taikura.school.nz

www.taikurasteiner.school.nz

Application for Appointment to the Position of:

Guidance Counsellor

Please attach to this application form a covering letter and Curriculum Vitae outlining qualifications, experiences and other attributes which make you a suitable applicant for this position.

A. PERSONAL DETAILS

Full Name _____ Title: Mr/Mrs/Ms/Miss
(Surname) (First names)

Postal Address: _____

Contact Telephone: () _____

Email: _____

What is your present state of Health? _____

Do you have any disabilities which may require support? Yes/No (if yes, please specify) _____

Have you had any significant time off for sickness of any kind in the past five years? Yes/No (if yes, please specify and note that a medical certificate may be sought) _____

B. CERTIFICATION STATUS

Certified Teacher	<i>(please enclose a copy of your current certification)</i>	
Provisionally Certified Teacher	<i>(please enclose a copy of provision certification)</i>	
Not registered nor certified but have applied	<i>(enclose copy of application)</i>	
Not registered nor certified		

C. REFEREES

Please provide the names and contact details of three referees who may be contacted to provide information to support your application.

Name (1): _____

Address: _____

Telephone: () _____

Email: _____

Relationship to Applicant: _____

Name (2): _____

Address: _____

Telephone: () _____

Email: _____

Relationship to Applicant: _____

Name (3): _____

Address: _____

Telephone: () _____

Email: _____

Relationship to Applicant: _____

D. DECLARATION

Have you ever been convicted of any offence against the Law (apart from minor traffic convictions) or otherwise know of any reason why you should not be employed to work in the school environment? If YES, you may be asked to provide a copy of the relevant court records, and asked to comment further. **YES / NO**

Have you ever been under competency or 'advice and guidance' proceedings? **YES / NO**

Have you ever been dismissed from a teaching or counselling position? **YES / NO**

Please note: Failure to provide correct and true details of any conviction will make you liable to dismissal from employment by the Board of Trustees, should you be the successful applicant. Staff who are appointed to a teaching position for the first time will need a satisfactory safety check before the appointment can be confirmed.

I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified.

Applicant's signature: _____ Date: _____

E. CONFIDENTIAL ENQUIRIES

In accordance with the provisions and regulations of the Privacy Act 1993, I hereby give the Principal and Board of Trustees permission to contact my referees and/or the Principal of the schools in which I have taught and/or any other such person or agency to gain such information as is required to ascertain my suitability for appointment to a position at Taikura Rudolf Steiner School.

I understand that this information is collected for staff selection purposes and will be held at Taikura Rudolf Steiner School and it will be accessible to members of the appointments committee and staff members directly involved in this appointment.

I understand that this information will be treated in complete confidence.

Applicant's signature: _____ Date: _____

Please return this form in an envelope or as an email attachment clearly marked:

The Principal
Taikura Rudolf Steiner School
P. O. Box 888
Hastings 4156

School Telephone: (06) 878 7363
E-mail: principal@taikura.school.nz

Closing Date for Applications: 5.00pm, Monday 27 February 2017