



ST MARGARET'S COLLEGE
JUNIOR, MIDDLE & SENIOR SCHOOL

Educating young women to live and lead

APPLICATION FOR APPOINTMENT

PLEASE STATE POSITION APPLYING FOR

COMMENCING JANUARY 2020

A. PERSONAL DETAILS

Mr/Mrs/Ms/Miss/Dr/Rev Full Name: _____
[Delete as applicable] Surname First Name

Postal Address: _____

Postcode _____

Contact Telephone: () _____ (day)
() _____ (evening)
() _____ (Cell)

Contact E-Mail: _____

B. REGISTRATION

Registration Number: _____ Expiry Date: _____

Full / Provisional / PRT (Please Circle)

C. CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following -

1. An outline of relevant experience and any supporting subjects, all work experience including your current position. Please give your reasons for leaving all previous positions.
2. The strengths and abilities you would bring to this position.
3. Statement outlining reasons for application.

D. SUPPLEMENTARY STATEMENTS

Please prepare statements under each of the following headings.

1. What personal qualities would you bring to this position?
2. Your personal philosophy of education with specific comment on tone and discipline.
3. Your preferred teaching style.

E. REFEREES

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

Name:	_____
Address:	_____ _____
Contact Telephone:	() _____ (business) () _____ (private)
Email:	_____
Relationship to Applicant:	_____

Name:	_____
Address:	_____ _____
Contact Telephone:	() _____ (business) () _____ (private)
Email:	_____
Relationship to Applicant:	_____

Name:	_____
Address:	_____ _____
Contact Telephone:	() _____ (business) () _____ (private)
Email:	_____
Relationship to Applicant:	_____

F. DECLARATION

Have you ever been convicted of any offence against the law (apart from minor traffic convictions), or are you currently facing impending charges for any offence, or otherwise know of any reason you should not be employed to work in a school environment? **YES/NO**

If **YES**, you may be asked to provide a copy of the relevant court records, and asked to comment further.

PLEASE NOTE: Failure to provide correct and true details of any conviction, or impending charge, or any false statements made, will make you liable to dismissal from the employment of the Board of Trustees, should you be the successful applicant.

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: _____

G. CONFIDENTIAL ENQUIRIES

I give St Margaret's College permission to make enquiries as they see fit in relation to my application and to seek information about my employment and personal background from nominated referees or any other people the Executive Principal deems necessary. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's Signature: _____ Date: _____

Please return this form along with your CV and covering letter to -

Mrs Diana Patchett
Executive Principal
St Margaret's College
PO Box 25094
City East
Christchurch 8141

Or Email: wendy.mcphail@stmargarets.school.nz

Where did you hear / read about this advertised position? _____

It is the applicant's responsibility to ensure that the completed application reaches St Margaret's College by 4pm on Monday 7 October 2019.