

**Macandrew Bay School Librarian**

**Application Form**

**Personal Details:**

|  |  |
| --- | --- |
| Name:  |  |
| Address: |  |
| Contact Number:  |  |
| Gender: |  |  |
| Ethnicity:  |  |

**Previous Paid Employment Experience:**

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| --- | --- |
| Position A: |  |
| Employer: |  |
| Details of Duties: |  |
| Timeframe: |  |  |

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| --- | --- |
| Position B: |  |
| Employer: |  |
| Details of Duties: |  |
| Timeframe: |  |  |

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| --- | --- |
| Further Positions: |  |
| Employer: |  |
| Details of Duties: |  |
| Timeframe: |  |  |

**Previous Non Paid Employment Experience:**

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| --- | --- |
| Details: |  |
| Employer: |  |
| Details of Duties: |  |
| Timeframe: |  |  |

**Qualifications (Educational or Other Relevant Qualifications:**

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| --- | --- |
| Qualification:  | Date Attained: |
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*Please include copies of relevant qualifications*

**We are looking for advanced computer skills:**

Please list the Computer Software programmes you can confidently use in your work:

**Suitability for Position:**

In your letter of application please outline why you believe you are suitable for this position, taking into consideration the person specification and key objectives outlined in the job description.

**Convictions Against the Law/Unsuitability for the Position:**

Have you ever been convicted of any offence against the law (apart from minor traffic convictions?

[ ]

If you have answered ‘Yes’ please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

If offered employment, will you consent to Police Vetting?

**Eligibility to Work:**

Are you a New Zealand Resident/Citizen?

If no, do you hold a current Work Permit?

Expiry Date:

 **Medical history:**

Have you had any injuries or medical conditions that the tasks of this job may aggravate/contribute to or prevent you from carrying out the functions of this position safely?

**Referees:**

Please provide a minimum of 2 work related referees including your most recent place of work. Referees must have directly managed you in your employment. Referees must not have a personal relationship with you or be related to you.

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| --- | --- |
| Position: | Phone number: |
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**Personal Declaration:**

I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination. I declare to the best of my knowledge the above information and that submitted in any accompanying documents is correct.

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| --- |
| Signature: Date: |
|  |

**Retaining of Information:**

Macandrew Bay School will comply with the Privacy Act in collecting and storing the information necessary to determine whether or not to appoint you to a position, and will use the information solely for that purpose.

