



CHRIST'S COLLEGE
CANTERBURY

Each boy at his best.

EMPLOYMENT APPLICATION FORM

<p><i>This form is supplementary to your cover letter and CV.</i></p> <p><i>As part of our safety checks, we ask that your CV contain a chronological work history for the five years preceding your application. If there are gaps in this, please summarise the reasons for these.</i></p>	
Position applied for	Date:
Personal Details	
Tick one	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>
Surname/Family name	
First names (in full)	
Preferred name	
Preferred form of Address ie she/her, he/him, they/them	
Full postal address	
Email address	
Contact Telephone Numbers	<div>Personal</div> <div>Business</div> <div>Mobile</div>
Medical Conditions	
<p>If your application is successful:</p> <p>i) Do you have any medical conditions which may impact on your ability to undertake the duties of your role?</p> <p>ii) Do you have any medical issues for which we need to provide support e.g. are you immune-compromised and</p>	

might you require additional support e.g. during a pandemic	
Relevant Qualifications	
eg BA, Masters, PhD Institution from which qualifications were attained. Please be advised that on appointment to this role, you may be asked to provide proof of these qualifications.	
NZ Teacher Registration number if applying for a teaching role.	
Entitlement to Work in New Zealand	
To ensure that College meets its employer obligations under the terms of your visa (where relevant) please include evidence and terms of your visa or alternatively, permanent residency where appropriate.	
Child Safety	
Police Vetting As a school, College prioritises the safety and welfare of its students. To meet its legal obligations under the Children's Act (2014), College requires all staff to be police-vetted as a condition of employment. If you are teacher-registered, your police vetting will be undertaken by the Teaching Council of Aotearoa New Zealand. Please advise if you have any pending charges, convictions, or any issues which may be of relevance to child safety/wellbeing/protection.	

If you are unsure of a potential issue, please raise this with us.	
<p>Reference Checks</p> <p>To meet its obligations under the Children’s Act, Christ’s College requires at least two reference checks of employment candidates as part of its pre-employment checks.</p> <p>These need to be individuals who can speak to your work history from a managerial perspective. We understand that you may not be comfortable to provide these details prior to your application being progressed and a conditional employment offer being made, but this is a condition of employment.</p>	Name of Referee
	Contact Details
	Position held
	Name of Referee
	Contact Details
	Position held
Cover Letter, CV Details, Teacher Registration and Practising Certificate.	
Please attach your cover letter.	
Please attach your CV. <i>Please outline any reasons for any gaps in your work history.</i>	

Please attach your Teacher Registration and Practising Certificate details.	
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Child Safety:

- Christ's College is committed to the safety and wellbeing of students and expects all employees, contractors and volunteers to share this commitment.
- All candidates are required to undergo a screening process, which includes reference checking and police vetting, prior to appointment. Successful candidates must comply with relevant College policies, practices, and training, which underpin the College's prioritisation of child safety and legal obligations. This includes the requirement for three-yearly police vetting renewals of all staff.
- Please be advised that completing the Employment Application form is a requirement for all applications for vacancies at Christ's College.

Privacy Act Requirements:

- In accordance with the Privacy Act (2020), the information provided as part of your application remains confidential and will only be used for the purpose of considering your suitability for this vacancy.
- If your application is successful, the information you supply will be held as part of your personnel file to record for example, your professional learning.
- Information relating to unsuccessful applicants will be confidentially destroyed within one week of the recruitment process having been completed.
- You have the right to view your personal information held by Christ's College within this period.
- The information will be seen by staff who have authorised access to documents relating to Christ's College's recruitment and selection process. It will not be disclosed to any third party unless specifically authorised by the applicant, or to meet legal obligations stipulated by the Privacy Act (2020).
- You have the right to access and correct any personal information held by College.

I certify that the information I have supplied in this application is true and correct.

Signature: _____ Date: _____