



Principal Application Form

This application form emphasises demonstrative skills and attributes. It requires applicants to provide as much evidence as possible in their examples of their successes and achievements.

It is not intended to deter those applicants with potential who may also be suitable.

Please fill in the application form and post together with your resume to:

Terri Johnstone
Catalyst for Change
P.O. Box 79089
Avonhead 8446

1. Personal Details

Surname:	Forename/s:	
Address:		
Home Phone:	Business:	Mobile:
Preferred email:		
Registration Number:	Expiry Date:	
Practising Certificate Number:	MoE Employee #:	

6. Professional Associations

Advise the professional associations you belong to and your role in them.

7. Medical questionnaire

Do you have any medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to by the functions and responsibilities of employment?

Yes / No

If you have answered yes to the above question, please specify health problems or disabilities below.

8. Convictions Against the Law

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

Yes / No

If you have answered yes to the above question, enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Court concerned. The copy should be accompanied by any comments regarding the offence. Give full details.

Note: Sumner School may seek a police clearance from all short-listed applicants or preferred applicants, prior to confirmation of appointment.

9. Referee Information

Please provide referee information. At least three of your referees must be known to you in a work related capacity. Three referees will be contacted prior to the short listing.

Please note that the Appointment Committee may wish to contact other people who are not on this list – please see the disclaimer.

REFEREE A.

Name:	
Phone:	
Position held:	
Organisation:	
Relationship to Applicant:	

REFEREE B.	
Name:	
Phone:	
Position held:	
Organisation:	
Relationship to Applicant:	

REFEREE C.	
Name:	
Phone:	
Position held:	
Organisation:	
Relationship to Applicant:	

REFEREE D.	
Name:	
Phone:	
Position held:	
Organisation:	
Relationship to Applicant:	

REFEREE E.

Name:	
Phone:	
Position held:	
Organisation:	
Relationship to Applicant:	

10. Declaration and Authorisation

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Sumner School responsible for any omission or mis-statements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, resume, references and any assessments will be held by Sumner School to be used for the purpose of evaluating my qualifications, experience and suitability for employment as Principal of Sumner School.
3. I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
4. I understand that I am entitled to have access to relevant information retained by Sumner School (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.
5. I consent to the Chairperson and/or Appointment Committee personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Teacher Registration Board, and such other bodies or organisations which might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain.

Signature: _____

Date: _____