

**APPLICATION FORM
TEACHER AIDE**

_____ Kindergarten

Please complete this form in full and attach to your Cover letter and Curriculum Vitae

SECTION 1: PERSONAL INFORMATION

Full Name: _____

Address: _____

 _____ Postcode _____

Home: () _____ Work: () _____

Mobile: _____

Email: _____

SECTION 2: CURRENT EMPLOYMENT

Position: _____

Date Appointed: _____

Employer _____

Address: _____

 _____ Postcode _____

Home: () _____ Work: () _____

Mobile: _____

Email: _____

SECTION 3: PREVIOUS EMPLOYMENT

<i>Year</i>	<i>Employer</i>	<i>Contact Details</i>

SECTION 4: In your CV please comment on each of the following criteria, relating it to the attached job description.

A: PERSONAL QUALITIES

Evaluate your strengths and experience in the areas of organisational, interpersonal and communication skills especially with children.

B: QUALIFICATIONS

C: WORK HISTORY

D: OVERALL SUITABILITY

Tell us why this position appeals to you and what you can bring to our Association.

SECTION 5: NOMINATE THREE REFEREES

Choose referees who can attest to your professional ability. One of these should be your current or immediate past employer. Referees of short-listed candidates only will be contacted. Please ensure daytime contact details are given.

REFEREE 1: (CURRENT OR IMMEDIATE PAST EMPLOYER)

Name: _____

Postal Address: _____

_____ Postcode _____

Home: () _____ Work: () _____

Mobile: _____

Email: _____

REFEREE 2:

Name: _____

Postal Address: _____

_____ Postcode _____

Home: () _____ Work: () _____

Mobile: _____

Email: _____

REFEREE 3:

Name: _____

Postal Address: _____

_____ Postcode _____

Home: () _____

Work: () _____

Mobile: _____

Email: _____

SECTION 6: DECLARATIONS

MEDICAL DECLARATION:

Please find detailed any illness or injury I have suffered that may affect my ability to effectively carry out the duties and responsibilities of the position.

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace insurer.

Applicant Signature: _____

Date: _____

NB: Applicants must disclose all criminal convictions unless covered by the Clean Slate Act 2004 – go to the Ministry of Justice website for further information.

CONVICTION DECLARATION:

Do you have a current driver licence? Yes / No

Are you awaiting hearing of any charges for driving offences? Yes / No

Have you ever been charged with or convicted of an offence against the Law?
(Apart from minor traffic violations). Yes / No

If yes, please provide date and details of offence/s on a separate sheet. You may be asked to provide a copy of the relevant court records from the registrar of the court concerned.

Applicant Signature: _____

Date: _____

PRIVACY ACT 1993

This application is submitted with the understanding that any information given is for the use of the employer who may at any time have access to this information. I agree to Kindergarten Taranaki approaching my referees for a written statement of my abilities in relation to this Application and, should it be necessary, to seek verbal clarification. Furthermore consent is given for Kindergarten Taranaki to make enquiries of my present or past employers, colleagues or any other person who may assist in establishing my suitability for this position.

Applicant Signature: _____ **Date:** _____

I _____ (full name) solemnly and sincerely declare that to the best of my knowledge the information given in this CV and application is correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

Applicant Signature: _____ **Date:** _____