



APPLICATION FOR APPOINTMENT FOR SCHOOL ADMINISTRATOR AND DATABASE MANAGER

PERSONAL DETAILS

Full Name:

(Title)

(Surname)

(First Name)

Postal Address:

Postcode

Contact Telephone:

(cell) ()

(evening)

Contact E-Mail:

CURRICULUM VITAE

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

1. An outline of relevant qualifications and 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.

REFEREES

Please provide the contact details of three referees who may be contacted to provide information to support your application.

Name:

Email:

Contact Telephone: (cell) () (private)

Relationship to Applicant:

Name:

Email:

Contact Telephone: (cell) () (private)

Relationship to Applicant:

Name:

Email:

Contact Telephone: (cell) () (private)

Relationship to Applicant:

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.

PLEASE NOTE: All school employees are required to undergo a Police check.

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 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 with your CV and covering letter to -

Mrs Gillian Simpson
Executive Principal
St Margaret's College
PO Box 25094
Christchurch 8144

Or via email: wendy.m@stmargarets.school.nz

Where did you hear / read about this position? _____

**It is the applicant's responsibility to ensure that the completed application reaches
St Margaret's College by midday on Friday 30 October 2015.**