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**Application Form**

**Mental Health Liaison Role**

**Important Notes for Applicants**

Thank you for applying.

1. Please fully complete this form personally and sign and date where indicated on the last page.
2. Attach a covering letter (maximum two pages A4) outlining the strengths and abilities you bring to this position.
3. Attach a Curriculum Vitae (CV) (maximum five pages A4)

Please also include a recent photo.

4. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.

5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.

6. This application form and supporting documents will be held by the College. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

**Application for Appointment**

Please forward your application by email to [sherron.harrison@staff.hagley.school.nz](mailto:sherron.harrison@staff.hagley.school.nz).

**A. Position applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Personal Details:**

Family name:

Given names:

Preferred name:

Full postal address:

Email address:

Contact phone #: Cellphone:

Previous family name, if used in teaching:

Are you a New Zealand citizen/resident\* ❒ \* *Please ✓ as applicable*

Or do you hold a Work Visa/Permit\* ❒ \* *Relevant documents must be sighted*



**D. Present Position Held:**

**Position:**

**Organisation:**

**Date Appointed:**

Nature of present position (tick appropriate boxes)

❒ Permanent ❒ Part-time

❒ Fixed term ❒ Full-time

Other: (specify)

**E. Referees:**

Please provide the names of three people who could act as a referee for you. These should be able to attest to your work performance. Your referees do not need to complete a written statement. If you have named other people in your application other than those recorded below, please note that we may contact them as well.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Postal Address & Email** | **Contact Numbers** | **Relationship / Position** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**F. Declaration**

a. Please describe any injury or illness, or other known conditions you have or have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

b. Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment? **YES / NO**

c. Have you ever received diversion or otherwise know of any reason you should not be employed to work in the school environment? **YES / NO**

d. Do you have any charges pending? **YES / NO**

If you answered **YES** to question (b), (c) or (d), you will be asked to provide a copy of relevant court records and asked to comment further.

e. I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and attached CV is true and correct. I understand that this may be verified and that failure to provide correct and true information may make me liable to dismissal from the employment of the Hagley College Board of Trustees.

**Signature** **Date**

**G. Confidential Enquiries**

I give the Hagley College Board of Trustees permission to seek information about my employment and personal background. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I understand that the Board or a nominated representative may approach persons other than the referees I have supplied, to gather information related to my suitability for appointment to this position. This may include approaching the Education Council or organisations identified in my Curriculum Vitae.

**Signature**  **Date**