



Villa Maria College  
LEARN TO PRIZE WHAT IS OF VALUE

## APPLICATION FOR APPOINTMENT TO A TEACHING POSITION

- A. **Application for Appointment to the position of** Teacher of Chemistry/Physics Fixed Term Full Time Starts January 2025 for 1 Year  
as advertised in Education Gazette / College Website on September 2024

*Please complete this cover sheet and attach to your Curriculum Vitae*

**Note: Your application should reach the College by:** Friday 11 October 2024 @ 3:00pm

**B. Personal Details:**

\_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_  
Full Postal Address \_\_\_\_\_  
Contact Phone No. Private \_\_\_\_\_ Business \_\_\_\_\_  
Cell-phone No. \_\_\_\_\_ E-mail \_\_\_\_\_  
Previous name if used in teaching \_\_\_\_\_

**C. Registration Status:** *(Please tick appropriate boxes)*

Full registration [ ] Provisional [ ] **(Attach copy of Registration card)**  
Subject to Confirmation [ ] Not Registered [ ] **(Expiry date: \_\_\_\_\_)**

**D. Present Teaching Position**

School \_\_\_\_\_ Date Appointed \_\_\_\_\_  
Nature of present position *(tick appropriate boxes)*  
Permanent  Part-time  Full-time  Relieving   
Other  *(please specify)* \_\_\_\_\_

**E. One highlight from your total work experience:**

\_\_\_\_\_

**NOTE:** Please ensure that your Curriculum Vitae contains details of:

- i Qualifications including conferring authority and year obtained
- ii Teaching Service, including name of school(s) year(s) and subjects taught
- iii Special duties performed and responsibilities undertaken
- iv Co-curricular activities
- v Involvement in subject associations, teacher organisations etc
- vi Non-teaching work experience (paid/unpaid), including special goals, experience, strengths
- vii. Please include with your application a copy of your Passport**
- viii. Please include with your application a copy of your Driver's License.**

**F. Health:**

What is your present state of health? \_\_\_\_\_  
Have you had any significant time off for sickness of any kind in the past five years? If so, please specify.  
*(Medical Certificate may be supplied)*

\_\_\_\_\_  
\_\_\_\_\_

**G. Experience in Special Character of Catholic School:** Villa Maria College is an Integrated State School. The Special Character of Villa Maria College is that it is a Roman Catholic School for Girls. Please read the information sheet “The Character of the Catholic School” enclosed.

**H. Referees:** Please nominate three referees who will supply confidential reports to our Board .

<b>1</b>	<i>Dr/Mr/Mrs/Ms/Miss</i>	Initials _____	Surname _____	Position _____
Address: _____				
Telephone		(Private) _____	(Business) _____	
		(email) _____	(Fax) _____	

  

<b>2</b>	<i>Dr/Mr/Mrs/Ms/Miss</i>	Initials _____	Surname _____	Position _____
Address: _____				
Telephone		(Private) _____	(Business) _____	
		(email) _____	(Fax) _____	

  

<b>3</b>	<i>Dr/Mr/Mrs/Ms/Miss</i>	Initials _____	Surname _____	Position _____
Address: _____				
Telephone		(Private) _____	(Business) _____	
		(email) _____	(Fax) _____	

**I.**

<p>Have you ever been charged or convicted of any offence against the law or charged in the Youth Court under your current name or previous name/s used?</p>	<b>YES/NO</b>
<p>Do you know of any reason why you should not be employed at Villa Maria College?</p>	<b>YES/NO</b>
<p>Have you ever been under competency or discipline proceedings?</p>	<b>YES/NO</b>
<p>Have you ever been dismissed from a teaching position?</p>	<b>YES/NO</b>
<p>➤ <b>I have read the information sheet “The Character of the Catholic School” and understand the commitment it involves</b></p>	
<p>➤ <b>I give permission for Villa Maria College to seek information about my employment record and personal background from my current and previous employers including my nominated referees</b></p>	
<p>➤ <b>I solemnly and sincerely declare that to the best of my knowledge and belief the information given is true and correct.</b></p>	
<p>Signed: (<i>Applicant</i>) _____ Date: _____</p>	

<p><b>1. Purpose for which the information is collected</b> The information is collected for staff selection purposes.</p>
<p><b>2. Storage.</b> The information is held at Villa Maria College, 21 Peer Street, Christchurch. It is accessible to members of the Appointments Committee only. The collection of information is in accordance with the provisions of the Privacy Act 1993.</p>
<p><b>3. Access to and correction of information.</b> At any time, you may request access to the information, and you may request correction of the information.</p>
<p>Signed: (<i>Applicant</i>) _____ Date: _____</p>