

## APPLICATION FOR APPOINTMENT

### GUIDANCE COUNSELLOR

Part Time, Fixed Term

This position is subject to satisfactory Police Vetting.



**Greyouth High School is a smoke free environment and an EEO Employer.**

Family Name: \_\_\_\_\_ First Names: \_\_\_\_\_

Other names known by previously: \_\_\_\_\_

Address (home) \_\_\_\_\_

Address (work) \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Next of  
Kin/Contact  
Details: \_\_\_\_\_

**Please enclose:**

- a) Your current CV including details of qualifications and other employment experience.
- b) An accompanying letter stating the particular strengths/interests you will bring to this position.

**Referees**

*Provide details of two people who will act as Referees for you (preferably including your last employer).*

Name & Position	Address	Contact Telephone/Cell Numbers.

**Applications should be delivered/posted to:**

The Executive Officer  
Greyouth High School  
P O Box 192 Greyouth 7840

**Applications must be received by 5.00pm Thursday 20 December 2018**

## **Declarations**

1. *Have you ever been convicted of a criminal offence in New Zealand or overseas or otherwise know of any reason why you should not be employed to work in the school environment?*

☐

**Yes**

☐

**No**

2. *Do you have any known condition, injury or illness that may affect your ability to carry out the duties and responsibilities outlined in the position description?*

☐

**Yes**

☐

**No**

If you have answered 'Yes' to either of these questions, please attach any comment or clarification that you would like to make. You may be asked to provide correct and true details or copies of relevant records if you have answered 'yes'. (Failure to provide true and correct details of a conviction or criminal offence or reason for possible unsuitability will make you liable to dismissal should you be the successful applicant. Failure to provide true and correct information about your medical history may result in loss of entitlement to any compensation from ACC or the Board's workplace accident insurer).

*"I \_\_\_\_\_ declare that to the best of my knowledge the answers in this application form and the information provided in my Curriculum Vitae are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Privacy Act**

1. ***Purpose for which the information is collected.***

The information is collected for staff selection purposes. Please contact the school if you have any difficulty with the form.

2. ***Storage.***

The information is held at Greymouth High School, P O Box 192, Greymouth 7840.  
It is accessible by members of the appointments committee.

3. ***Access to and correction of information.***

At any time, you may request access to the information, and you may request correction of the information.

I authorise Greymouth High School to seek information about my employment record and personal background from any of my nominated referees, former employers, Teachers' Registration Board and Police and I understand that this information will be treated in complete confidence. This shall act as sufficient discharge to the above organisation and people on release of any relevant information.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Applicant)*