Personal Information

This form MUST be completed and returned with your application

Caretaker / Grounds Person

20 Hours Per week - Permanent Appointment

Name: (Mr/Mrs/Miss/Ms)	First Name	Family Name
Phone number:		
Email Address:		
Residential Address		

Please complete this section re Church Involvement if it is relevant to you

Church Attended:		Years Attended:	
Church Involvement/ministries:			

Do you have any medical or physical disabilities/needs that would prevent or hinder you carrying out all of the duties of the position described? Yes ☐ No ☐

If YES please outline these

All employees working on a school site require a police check on a regular basis and before they start work. For teaching positions, this check will be completed by the Teaching Council.	
Do you have any criminal convictions (apart from MINOR traffic infringements) either discharged or pending that the school should be aware of?	Yes ○ No ◉
If Yes: please provide details these	

All employees of the Board must prove their identity. This process will be completed for the successful applicant prior to commencing at Emmanuel Christian School. A successful applicant will be required to provide two forms of photo identification – preferably a passport and a drivers license.

Please give names and contact details of **Three (3**) REFEREES we could contact. At least two must be able to discuss your teaching experience and abilities (one of which should be in a place of leadership in your current place of employment). Two referees should be able to speak to your Christian walk and church involvement.

	Occupational Referee (1)	**Occupational Referee (2)**
Name:		
Relationship to applicant		
Mobile		
Email		

	Personal or Church Referee 1
Name:	
Relationship to applicant	
Mobile:	
Email:	

Declaration

I declare that all the information provided by me in support of my application is correct. I acknowledge that if I have provided incorrect or misleading information or have omitted information of significance I may be disqualified from the appointment, or if appointed, liable to be dismissed. I also understand that any false information in relation to my medical history may result in my loss of entitlement for any compensation from ACC. In signing this application, the applicant authorises Emmanuel Christian School, under the Privacy Act 2020, to obtain personal information pertinent to this application. The personal information contained in this form will be held by and remain confidential to Emmanuel Christian School. Under the Privacy Act 2020, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the School.

Signed:	Dated:

Please review and sign the statements on the following pages.

Staff Code of Conduct

Should I be offered a position at Emmanuel Christian School, I hereby:

1. I declare my willingness to uphold the Special Character of the school in all that I do and say and accept that the Proprietor (Emmanuel Proprietors Trust) define the expression of Special Character and expectations that flow out of that as they relate to the school.

More information with regards to the Schools Special Character can be found at:
https://www.emmanuelchristian.school.nz/our-school-character/

2. I acknowledge that I have read and understand the following guidelines on professional presentation personal conduct and will honour the intent of the guidelines on professional presentation of Emmanuel Christian School staff:

    - As a general principle, staff attire needs to be 'modest' and suitable for all school activities.

    - Staff are asked to support the school by choosing attire that is well within the bounds of what may be deemed appropriate, rather than trying to be right on the borderline.

    - I understand the need to ensure that any personal Social Media content reflects positively on the School.

Name:	
Signed:	
Dated:	