



Information for Applicants

Thank you for applying for a position at Ashburton Intermediate School.

1. Please complete these forms personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. We have one permanent teaching position available.
3. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
4. Copies 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or the appointment being terminated if any information is later found to be false.
6. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fine or costs

Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

7. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
8. All information collected from referees will be destroyed at the end of the selection process.
9. All information received will be confidential to the Principal of Ashburton Intermediate School.

Recruitment Process, Timeline and Checklist

The Ashburton Intermediate School Appointment Committee has set the following timeline. Every effort will be made to keep to the following schedule in determining the successful candidates.

TIMELINE FOR THE APPOINTMENTS

GAZETTE ADVERTISEMENT	Wednesday 20 September
CLOSING DATE FOR APPLICATIONS	4pm Friday 13 October
SHORTLISTING COMPLETED	Thursday 19 October
SHORTLISTED CANDIDATES NOTIFIED BY	Friday 20 October
INTERVIEWS	Wednesday 25 and Thursday 26 October
SUCCESSFUL CANDIDATES ANNOUNCED	Friday 27 October
APPOINTMENT BEGINS	Term One 2018

Checklist - We need to receive completed:

- Application/Declaration form
- Curriculum Vitae – with copies of qualification certificates attached

Completed applications to be received electronically by 5pm Friday 13 October and should be mailed to:

office@ashinter.school.nz with reference "Teaching Position"