



## SANCTA MARIA COLLEGE

### INFORMATION FOR APPLICANTS

#### Head of Faculty Year 7&8

Thank you for applying for **Head of Faculty Year 7&8** position at Sancta Maria College.

1. Please complete the application form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. 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.
3. Copies of qualification certificates should be attached as well as a current Practising Certificate. If successful in our application, you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. 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.*

6. 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.
7. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and then be destroyed.
8. We will only be able to contact the candidates chosen for an interview. All other applicants will be contacted and informed about the outcome after the appointment process has been completed.
9. Shortlisted candidates will be required to request referees reports from three referees. The report template will be emailed to you by the Senior Leader. It is the responsibility of a shortlisted candidate to contact referees and provide them with a copy of the report and the information they need in order to complete and return it.
10. All information received will be confidential to the Sancta Maria College Board of Trustees Appointments Committee.

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Anyone wishing to visit the College before making an application may contact Principal's PA, **Ilona Bokuniewicz**, on (09) 272 5604 or [i.bokuniewicz@sanctamaria.school.nz](mailto:i.bokuniewicz@sanctamaria.school.nz), for an appointment to view the campus with a Senior Leader.