

## Application for Administration Officer casual position

### Personal Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact phone numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

### Please attach your Curriculum Vitae. This must include:

- A summary of your qualifications
- A record of your work experience
- A recent photo
- The names and contact details of three referees
- Comments on each of the following:
  - The church you are currently attending and how long you have been there
  - How you are involved in Church and other Christian activities

### Special Character Criteria

Because the Special Character at Cornerstone Christian School is implemented throughout the curriculum and not just in blocks of scripture teaching, all staff at Cornerstone are required to support and uphold the Special Character as expressed in the Integration Deed of Agreement.

I certify that I have read the Statement of Special Character and that if appointed I will support and uphold the Special Character of Cornerstone Christian School:

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

Do you agree with the Statement of Faith? YES / NO (delete one)

### Pastor's Letter of Attestation

Please attach to your application a letter from your senior pastor/minister attesting to your current church membership and involvement.

### Confidential Referee Report

Please forward our confidential referee report to 2-3 referees and ask them to return it directly to the Principal's P.A.

### Identification Documents (ID) and Verification

Please attach to your application a copy of:

- a primary form of ID (a passport or NZ birth certificate issued after 1998 are suitable)
- a secondary form of ID (a NZ driver's licence is suitable)

Should you be interviewed for the position you will need to bring the original documents to the interview so that the copies can be verified by the Principal. If you do not have the documents suggested above, please contact the Principal's P.A. to request a more comprehensive list of suitable primary and secondary ID documents.

**Additional Information**

Are you a New Zealand citizen? No/Yes

If you are not a New Zealand citizen, can you prove that you can legally work in New Zealand? No/Yes

Have you had any injury or medical condition which the tasks of this job may aggravate? No/Yes

If Yes, please provide details:

Please note: (i) NZ schools are required to arrange a police vet of support staff prior to their starting work at the school and every three years thereafter. (ii) You may be asked to provide a copy of the relevant court records available from the registrar of the court concerned. (iii) Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable for dismissal from employment by Cornerstone Christian School Board should you be the successful applicant.

If appointed, do you agree to fill in a police vet consent form prior to starting work at the school? No/Yes

Is there any pending action that could affect your police vet status? No/Yes

Have you had any criminal convictions (excluding minor traffic offences)? No/Yes

If yes, please provide date and details of offence(s) together with any comments you wish to make:

**Declaration**

I agree to the Principal (or delegate) of Cornerstone Christian School:

- contacting referees as deemed appropriate in addition to the named referees.
- carrying out a police check prior to the beginning of my employment at the school.

I certify that the information in this application is to the best of my knowledge correct. I understand that this may be verified.

**Applicant's Signature:** \_\_\_\_\_

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

**Application Checklist**

- Complete this application form
- Enclose/attach CV
- Enclose/attach your pastor's letter of attestation
- Enclose/attach a copy of your primary and secondary ID documents
- Enclose/attach proof that you can legally work in NZ (if not a NZ citizen)
- Forward the referee form to 2 or 3 referees