

# Albany Junior High School

## APPLICATION FOR TEACHER APPOINTMENT

---

To: The Principal, Albany Junior High School, I wish to apply for the position of: \_\_\_\_\_ at Albany Junior High as advertised in the \_\_\_\_\_ of \_\_\_\_\_

---

1. Full name: \_\_\_\_\_ Mr/Mrs/Ms/Miss  
(Surname) (First Name[s])
2. Postal address: \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Mobile: \_\_\_\_\_: ...  
 email: \_\_\_\_\_
3. Gender: Male/Female Date of Birth: \_\_\_\_\_
4. In order to ensure your safety in our working environment, please supply details of existing medical condition(s): \_\_\_\_\_
5. Teacher Registration Number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Category of registration: Provisional / Subject to Confirmation / Full
6. MOE payroll Number: \_\_\_\_\_
7. Qualifications:

Certificates, degrees and diplomas held	Organisation	Place	Date Conferred

8. Are you currently studying or planning to study for any qualifications? YES / NO  
 Please give details: \_\_\_\_\_

9. Which subjects are you qualified to teach (give levels), and prepared to teach at AJHS.....  
 \_\_\_\_\_



14. If you wish, please state in support of your application any other relevant qualifications, experience or strengths that you feel you possess. (Please use a separate sheet if desired.)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

15. Names, addresses and phone numbers of referees:

1. ....	2. ....	3. ....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

16. May we discuss references with past or present employers? YES / NO

17. May we contact your current or previous employers? YES / NO

18. Have you had any criminal convictions? YES / NO  
If YES, please state them:.....

.....  
.....

19. Are you currently awaiting the hearing of any charges? YES / NO

20. If you are not a New Zealand citizen and if you do not have the right of permanent residency here, then New Zealand Immigration Legislation requires this College to ask the following question:

Do you have a work permit? YES / NO  
Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

21. If your application is successful, when could you start work? .....

**Declaration:**

I, ..... declare that the answers to the questions in this application are true and correct. I accept that should my application be successful, the foregoing information will form part of my contract of employment and falsification of information may be grounds for dismissal.

Signature: ..... Date: .....

Information provided on this form is used to assist in appointing the best person. This information will be kept in the personal file (in a locked filing cabinet in the Principal's Executive Assistant's office) for successful applicants. It will either be returned or destroyed for unsuccessful applicants. The information is accessible to the Principal and the applicant only. It may be updated or amended by the applicant on request.

## REFEREE'S REPORT

IT IS THE APPLICANT'S RESPONSIBILITY TO SEND THIS REPORT FORM TO THE REFEREE

Name of Applicant: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Name of Referee: \_\_\_\_\_

Present Position of Referee: \_\_\_\_\_

**Please return to the Principal's EA, Albany Junior High School,  
email [maree.nolan@ajhs.school.nz](mailto:maree.nolan@ajhs.school.nz)**

*You have been named as a referee for the above applicant. Your comments would be appreciated to assist in the filling of this position. Any comments you make will be kept in strictest confidence to those involved in making the appointment.*

In your report, it would be of assistance if you would cover as much of the following information as possible:

Length of time you have known the applicant and in what circumstances;	Assessment of Teaching ability;
Personal and Professional strengths;	Ability to work effectively as part of a team;
Willingness to keep up-to-date professionally;	Administrative skills;
Ability to plan and co-ordinate;	Ability to delegate;
Ability to exercise leadership;	Ability to handle staff problems;
Ability to motivate others;	Classroom discipline;
Relationships with staff, parents, students;	Ability to maintain professional standards.
Mental and Physical fitness;	

Please comment frankly on the applicant's suitability for this position. You should include an assessment on both strengths and weaknesses the applicant has. It would be appreciated if you would express any reservations you may have. These will not necessarily preclude an applicant from selection, but they will assist in assessing the person for the position.

Should you not wish to act as a referee, please sign below and return this sheet to the above address.

Signature: \_\_\_\_\_

**REFEREE: PLEASE ATTACH THIS SHEET TO THE FRONT OF YOUR REPORT**

## ***Albany Junior High School – School Profile***

Albany Junior High School is a Year 7–10 school, in Appleby Road, located off the Albany Highway (26).

The school opened in 2005 with 220 Year 7 students. The school has grown by a year level each year and now caters for students from Year 7 – 10 inclusively. We currently have approximately 1110 students. The school caters for students within its zone – a copy of which is on the school website at [www.ajhs.school.nz](http://www.ajhs.school.nz). A limited number of 'out of zone' students are also accepted, subject to roll numbers.

The main contributing schools are Coatesville, Greenhithe, Upper Harbour, Ridgeview and Albany Primary Schools.

It is the intent of the Ministry of Education, Board of Trustees and the Principal that Albany Junior High school be a school that is a model for education in the future. We see the school as a mix of models from the Primary and Secondary sectors, based on sound Pedagogy with a strong curriculum focus for all students.

Students, particularly in the junior school (Year 7 & 8) are taught in 'home rooms' but will have some subjects taught by specialist teachers. This evolves through to full specialist teaching in the senior years – Years 9 & 10.

There is a Senior High School in the Albany area for our graduating Year 10 students to move into.

We believe teaching at Albany Junior High is an exciting opportunity to make a real difference in NZ education and to the experience our children will have at school.

Cushla Shepherd  
Principal