

**Albany Junior High School**  
**APPLICATION FOR SUPPORT STAFF APPOINTMENT**

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

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1. Full name:

Mr/Mrs/Ms/Miss.....  
*(Surname)* *(First Name[s])*

2. Contact:

Postal address: .....  
 .....Mobile: .....  
 Email: .....  
 Home: ..... Business: .....

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. If previously or currently employed in a school, MOE payroll Number.....

6. Qualifications:

Certificates, degrees and diplomas held	Organisation	Place	Date Conferred

7. Are you currently studying or planning to study for any qualifications? YES / NO

If yes, please give details:

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

8. What is your current position and the date of your appointment?

.....  
 .....

9. Details in date order (most recent first) of previous experience. Indicate Positions of Responsibility where applicable:

Or

Attach your CV containing this information

Position	Employer/Company Name	Areas of Responsibility/ Tasks performed	Commenced	Ceased

10. 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.)

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

11. Name, email and phone number of referees:

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

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

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

14. Do you currently hold a Full NZ Driver Licence? YES / NO

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

.....  
.....

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

17. 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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

18. 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 Personal 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.

## *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 working 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.

Stephen Kendall-Jones  
Principal