

**APPLICATION FOR PREP TUTOR**

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| ***CONFIDENTIAL*** |

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| --- | --- |
| **POSITION APPLIED FOR:** | **PREP TUTOR** |

**SECTION 1 – PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **First name(s):** |  |
| **Family name:** |  |
| **Other names:** |  |
| **Residential Address:** |  |
| **Date of Birth:** |  |
| **Mobile No:** |  |
| **Email:** |  |
| **Previous St Paul’s Student:** | Yes 🞎 No 🞎 **Years attended**: |

**SECTION 2 - EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Tertiary Institute you are attending:** |  | | |
| **Qualification studying for:** |  | | |
| **Expected number of years left of Study:** |  | | |
| **Performance in Papers / Qualification so far:** | Year:  Results:  Year:  Results:  Year:  Results: | | |
| Please outline any qualifications you have completed: | | | |
|  | | **Qualification:** |  |
|  | | **Qualification:** |  |

**Please list your Academic results:**

|  |  |
| --- | --- |
| **NCEA Level One results:** | Year:   * Achieved * Endorsed with Merit * Endorsed with Excellence |
| **NCEA Level Two results:** | Year:   * Achieved * Endorsed with Merit * Endorsed with Excellence |
| **NCEA Level Three results:** | Year:   * Achieved * Endorsed with Merit * Endorsed with Excellence |
| **Scholarship / AS results:** | Year:   * Achieved * Endorsed with Merit * Endorsed with Excellence |

**SECTION 3 - EMPLOYMENT HISTORY**

**Please list any previous work experience or holiday employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer: |  | | | |
| Address: |  | | | |
| Length of Service: | From: |  | To: |  |
| Position Held: |  | | | |
| Nature of Work: |  | | | |
| Reason for Leaving: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer: |  | | | |
| Address: |  | | | |
| Length of Service: | From: |  | To: |  |
| Position Held: |  | | | |
| Nature of Work: |  | | | |
| Reason for Leaving: |  | | | |

**SECTION 3 - PREP TUTOR ROLE  
Please tick the subjects that you would you feel comfortable assisting with and to what level?**

|  |  |
| --- | --- |
| * **English** | * + NCEA Level 1   + NCEA Level 2   + NCEA Level 3   + Scholarship / AS |
| * **Maths** | * + NCEA Level 1   + NCEA Level 2   + NCEA Level 3   + Scholarship |
| * **Science** | * + NCEA Level 1   + NCEA Level 2   + NCEA Level 3   + Scholarship |
| * **Other** | Please describe: |

**Please tick the days you would be available to work:**

|  |  |
| --- | --- |
| * Monday (6.30pm – 8.00pm) * Tuesday (6.30pm – 8.00pm) * Wednesday (6.30pm – 8.00pm) | * Thursday (6.30pm – 8.00pm) * Saturday (2.00pm – 5pm) * Sunday (2.00pm – 5pm |

**REFEREES**

**Please give details of referees that you authorise us to contact.**(The school reserves the right to approach other individual(s) who may have professional knowledge of the applicant for information that will assist the school in making the appointment.)

|  |  |
| --- | --- |
| **Name:** |  |
| **Employer:** |  |
| **Address:** |  |
| **Phone No:** |  |
| **Occupation/Position held:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Employer:** |  |
| **Address:** |  |
| **Phone No:** |  |
| **Occupation/Position held:** |  |

**SECTION 4 – GENERAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you intend to engage in other paid work whilst employed in this position? | | | Yes 🞎 No 🞎 |
| Do you have a current drivers licence? | | | Yes 🞎 No 🞎 |
| Are you awaiting hearing of any charges for driving offences? | | | Yes 🞎 No 🞎 |
| Have you ever been charged or convicted of a criminal offence? | | Yes 🞎 No 🞎  If “Yes” please attach a statement of details to this form. | |
| If yes, give brief details: |  | | |
| Do you have the legal right to work in New Zealand, either permanent residence or valid work permit? (Evidence will be required if you are interviewed for the position.) | | | Yes 🞎 No 🞎 |

**ADDITIONAL INFORMATION**

**Are there any other aspects of your character, your background or your experience that you would like to outline?**

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**STATEMENT OF PRIVACY:**

In accordance with the provision and regulation of the Privacy Act 1993, I hereby give the Headmaster and the Board of Trustees of the Waikato Anglican College Trust, permission to contact my referees and/or the Principal of the schools in which I have taught and/or any other such person or agency, to gain such information as is required for the Board of Trustees of the Waikato Anglican College Trust to ascertain my suitability for appointment to a position at St Paul’s Collegiate School.

**DECLARATION:**

I declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **Date** |  |
| **Signature** |  | If completing this form electronically, please tick this box to represent your agreement to the above Declarations. |  |