



Riverdale School

Employment Application Form

Position: Office Administrator

Personal Details

Name:	
Address:	
Contact Phone:	
Email:	

Work History

Employer	Position	Date (start & finish)

Qualifications

Qualification	Institution	Year

Referees

	1	2	3
Name			
Relationship			
Address			
Contact Phone			

Strengths and skills you can bring to Riverdale School:

The position requires particular skills and personal attributes as listed in the Job Description. Please outline these key attributes and how you have demonstrated these in previous employment:

Disclosure and Consent

According to Riverdale School Board of Trustees policy, the suitability and integrity of all perspective employees must be verified to the satisfaction of the Board before an appointment can be confirmed. To assist us with this process, please answer the following questions.

Have you ever been convicted of an offence against the law (apart from minor traffic offences)? Yes / No

Have you any charges pending relating to the above? Yes / No

Know of any reason why you should not be employed in the school environment? Yes / No

Have you or do you currently have a medical or mental health condition or disability that may either be a threat or a danger to others or prevent you from fulfilling your duties as an employee? Yes / No

If you answered **yes** to any of the above questions, please provide details. Please note: You may be asked to provide a copy of relevant Court records obtained from the register of the Courts concerned. Failure to provide correct and true details of any convictions or reasons for possible unsuitability will make you liable for dismissal from the employment of Riverdale School, should you be the successful applicant.

Declaration

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in my application and give consent for the referees making such information available. Furthermore, I also give consent for the Board of Trustees or their representatives to make enquiries of past and present employers or colleagues or any other person who may be in a position to assist in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

I certify that all information in this application and in my Curriculum Vitae is true, correct and verifiable. I confirm that I have not held back any details that relate to my unsuitability for the position.

Applicant's signature:

Date:



Riverdale School
Equal Employment Opportunities Form
Position: Office Administrator

The reason for collecting data from applicants and employees of the school include:

- Developing a profile on the range of people currently working at the school and the range of applicants applying for the jobs.
- Developing and monitoring an EEO action plan.

The information is confidential and is gathered for statistical purposes only. It will be removed from your application when received and processed separately, before being destroyed.

No Individual Equal Employment Opportunity records are kept in any form.

The data is gathered and analysed for EEO purposes only. A summary of the information is given to the Board of Trustees.

The summary may also be used in the Riverdale School Annual Report.

Thank you for completing this form.

Gender: Male / Female / Other

Ethnic Identity: NZ European / NZ Maori / Pacific Island

Other (Specify)

Disability:

Do you live with the effects of injury, illness or disability / disabilities? Yes / No

If yes, how does your injury, illness or disability affect you? (Circle all that apply)

Movement Vision Heart Concentration Hearing

Mental Health Speech Other (specify)

Do you need any aids or equipment or adaptations to your workplace to make your work easier or to improve your work performance?

Yes / No