



Mount Hutt College

Application Form

Part-Time Finance Assistant

Important Notes for Applicants

- Thank you for applying for a position with our school.
- Please complete this form in full.
- Please attach a Curriculum Vitae (CV) containing any additional information. If you include written references, please note that we may contact their writers.
- Short listed applicants will be asked to give consent to a Police check.
- This application form and any supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

Position applied for

Finance Assistant

Title

Surname/Family Name

First names (in full)

Date of Birth

Full Postal Address

Contact Numbers

	Telephone:	(Home)	(Bus)
	Fax	Cell phone:.....		
	Email:			

Please tick the appropriate boxes:

Are you a New Zealand Citizen?

Yes ☐

No ☐

If not, do you have resident status
or

Yes ☐

No ☐

A current work permit?

Yes ☐

No ☐

Have you ever had a criminal conviction

Yes ☐

No ☐

If yes, please detail

Other relevant information

Medical

Do you have any medical known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? Yes ☐ No ☐

If yes, please provide details:

Present employer, current position and salary step?

List qualifications and experience relevant to this position:

If you wish, please state any special qualifications, experience or strengths you feel you possess that support your application:

Referee Information

Please provide the names and contact details of three people who could act as referees for you.

1. NAME			
Position held		Home Phone No:	Business Phone No:
Relationship to applicant:		Email address:	
2. NAME			
Position held		Home Phone No:	Business Phone No:
Relationship to applicant:		Email address:	
3. NAME			
Position held		Home Phone No:	Business Phone No:
Relationship to applicant:		Email address:	

DECLARATION

I have nothing to declare that may affect my ability to perform this job now or in the future, should I be successful in gaining the position. I declare that, to the best of my knowledge, the answers in this application are correct and I understand that if any false or deliberately misleading information is given, or any material fact is suppressed, I will not be accepted or, if I am employed, my employment will be terminated. I agree to the references/referees provided in respect of my application for this position being used for the purposes of considering my suitability for the position. I also agree that the Board may make further verbal or written enquiry from the referees provided, from my previous employer(s) and from any others it considers appropriate.

Signature

Date

Please return this form to the Principal,
Mount Hutt College, PO Box 58, Methven.
E-mail: college@mthutt.school.nz

RECEIPT OF APPLICATION for the position at Mount Hutt College Methven.

(Receipt of your application will be emailed to you).

(Applicant please fill in b-c)

a) Position applied for:

b) Applicant's Name :

c) Applicant's Postal Address:

Date Application Received: (to be filled in by employer)

Thank you for your application.