



TU IGITUR PERFER ADVERSA

Waihi School

Preparatory School for Boys

Applicant Information

Housemaster

Waihi is an independent Anglican school that specialises in the education of Year 4–8 boys (both boarders and day boys). The School is situated in beautiful South Canterbury.

We are looking for an enthusiastic, caring and dedicated person to take responsibility for the overall running of our boarding house and the pastoral care of our boarders.

Contribution to the academic and extra-curricular programme is an expectation of the position. A three bedroom house onsite will be provided for the successful candidate.

It is envisaged the successful applicant will start at the beginning of Term 1 2020, however this is negotiable for the right candidate.

Please find attached:

- Letter for Applicants
- A Declaration Form
- Housemaster Position Description
- An introduction to our School, 'Welcome to Waihi'

The Waihi website www.waihi.school.nz and Facebook page www.facebook.com/WaihiSchool are both informative.

Key Points for Applicants

1. Should you have any questions, please contact Debra Clark (Headmaster's Executive Assistant) on 03 687 8071 or email executive@waihi.school.nz.
2. As part of your application, please submit a **Letter of Application** outlining suitability for the position and a **Curriculum Vitae**. Please ensure you include:
 - The names of at least two referees.
 - All information that you would like the Appointments Committee to consider.
 - The declaration enclosed in this package – completed and signed.
3. All documentation submitted via hardcopy will be returned at the conclusion of the appointment process.
4. Applications close – Friday 25 October 2019, 4.00pm.
5. We are hoping to conduct interviews in the week beginning Monday 28 October 2019.
6. Ideally the successful applicant will take up the position from the beginning of Term 1 2020.
7. If you are interested in making an application, please send documentation to executive@waihi.school.nz.

Declarations

Surname: _____ Given Names: _____

Ethnic Identification: _____ (*statistical purposes only*)

Gender: *Male / Female*

1. I certify that the information given in all material pertaining to this application is to the best of my knowledge correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment may be terminated.
2. I consent to the Waihi School Appointments Committee seeking verbal or written information about me from representatives of my previous/current employers and/or referees, and authorise the information sought to be released. (Purpose of collecting information is to gain information on abilities and personal characteristics relevant to the position).
3. Have you ever been convicted of any offence against the law (apart from minor traffic offences)?

YES / NO

If 'Yes', please declare details here:

Applicants Signature: _____

Date: ____/____/____