



PAPANUI HIGH SCHOOL

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Please fully complete this form personally. First read it through, then answer all questions, and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you may be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
6. All applications will be required to give consent to a Police vetting process.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any offence within 7 consecutive years of being sentenced for the offence
 - you did not serve a custodial sentence at any time
 - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg passport) and a secondary identity document (eg New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
9. This application form and supporting documents will be held by the school. You may access these in accordance with the provisions of the Privacy Act 2020. If you have any queries, please contact the person cited in the advertisement.

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

APPLICATION FOR EMPLOYMENT

Position applied for	Location	Vacancy/Reference Number

Tick one:

Ms

Miss

Mr

Mrs

Or other preferred title:

Surname/Family name	First names (in full)

Birth name (if applicable)

Are you known by any other name(s) (if yes please provide below)

Full Residential address

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Full postal address (if different from above)

--

Email address

Contact telephone numbers

Personal	Business
Landline:	
Mobile:	

Do you have a current Full New Zealand driver's licence?

YES / NO,

or other overseas drivers' licence?

YES / NO

2.

Identity Verification, Criminal Record, and Right to Work

Please circle appropriate answer

Immigration information	
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	
Have you ever received a police diversion for an offence?	
YES / NO	
If "Yes" please detail	
Have you ever been discharged without conviction for an offence?	
YES / NO	
If "Yes" please detail	
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment in any country?	
YES / NO	
If "Yes" please detail	
Are you awaiting sentencing or do you have charges pending?	
YES / NO	
If "Yes" please detail	
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment, and your ability to do the job?	
YES / NO	
If "Yes" please detail	
Have you ever been the subject of any concerns involving child safety?	
YES/ NO	
If "Yes" please detail	
Have you had any injury or medical condition caused by gradual process, disease, or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?	
YES / NO	
If "Yes" please detail	

For teaching/principal positions: Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand? YES / NO Registration number:
3.

Educational Qualifications (refer to CV if already stated)

	Name	Institution	Number of years completed	Highest Qualification gained
Secondary School				
University				
Other				

Employment History (refer to CV if already stated)

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please specify the start and end dates)			Employer's name (or reason for gap in employment)	Position held	Reason for leaving
Start date	End date				
	to				
	to				
	to				

	to				
	to				
	to				
	to				

4.

Referees (refer to CV if already stated)

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. None of your referees can be a close relative. Please indicate which referee is your current/previous employer in the table below. If you have included written references from other than those recorded below, please note that we may contact the writers of these references.

Name	Organisation	Position / Relationship	Landline	Mobile	email

Authority to approach other referees:

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes	No
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ), or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes	No

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes, and personal characteristics. These key criteria are stated in the position description and/or person specification. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

Criteria (knowledge, skills, attributes, personal characteristics)	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements

5.

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 2020 that I have authorized accesses to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature_____

Date_____

Note: If completing this electronically, a hard copy (signed) must be provided.

Office Use VCA requirements

- ☐ 2 forms of identification sighted and photocopied
- ☐ Referee check
- ☐ Interview questions pertaining to VCA asked

☐ Police check

or

☐ Membership of relevant professional organisation confirmed

Any other comments or notes

Signed as verified. _____

Date _____

Information shared.

ICT

KAMAR

ESA verifier Novopay