



Application for Employment

Important Notes for Applicants

Thank you for applying for a position with our school.

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 current curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you will 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 applicants are required to give consent to a Police vet.
 - 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 2004](#) 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
 - c) 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.
7. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg, passport) and a secondary identity document (eg, NZ driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's Regulations 2015](#).
8. This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

Custodial sentence means a sentence of imprisonment and includes corrective training, preventative 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	

Mr Mrs Ms Miss Other _____

Surname/Family name	
First names (in full)	
Are you known by any other names? If yes, please provide.	
Full postal address	
Email address	
Mobile number	

Identity verification, criminal record and right to work

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:

(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the [Children's Act 2014](#). [The Clean Slate Act 2004](#) does not apply to schedule 2 offences.)

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:

Do you have a current New Zealand driver's licence? Yes No

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment: Yes No
If yes, please detail:

Are you awaiting sentencing, or do you have charges pending? Yes No
If yes, please state the nature of the conviction/cases pending:

In addition to information already 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:

Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? Yes No
If yes, please detail:

For teaching/principal positions:

Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand? Yes No
Registration Number: _____

Educational Qualifications

	Name	Location	Number of years completed	Highest qualification gained
University				
Secondary School				
Other				

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details.

Period Worked			Employer's name	Position held	Reason for leaving
Start date	to	End date			
	to				

Referees

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. Please indicate which referee is your current/previous employer in the table below.

Name	Organisation	Position / Relationship	Landline	Mobile

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 authorised access 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: _____