

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position at Kenakena School. Please ensure you have a copy of the job person specification before completing this application.

1. Please fully complete this form personally. Read it through first 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 you include written references, please note that we may contact the writers of the references.
3. If successful in your application, you may be required to provide certified copies or originals as proof of qualifications.
4. If you are selected for an interview, you may bring whanau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (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 **and**
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fines or costs

Custodial sentences include a sentence of preventive detention and corrective training
Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the Principal.

**APPLICATION FOR THE POSITION OF CLASSROOM TEACHER AT
KENAKENA SCHOOL**

Position(s) for which I am applying:

Personal Details:

Tick One

Mr ☐ Mrs. ☐ Ms ☐ Miss ☐ Or Other Preferred Title:

Surname/Family Name

First Names (in full)

Address:

Contact Phone No. (Private) (Business)

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

☐

(Convictions that fall under the clean slate scheme do not have to be disclosed)

If "Yes", please detail:

Have you ever received a police diversion for an offence?

Yes

☐

No

☐

If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment?

Yes

☐

No

☐

If "Yes" please detail:

Are you awaiting sentencing / currently have charges pending?

Yes

☐

No

☐

If "Yes" please state the nature of the convictions/cases pending:

Have you been the subject of any concerns involving student safety?

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 ability to do the job?

Yes

☐

No

☐

If "Yes" please elaborate:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?

Yes

☐

No

☐

If "Yes" please detail:

Do you have a current New Zealand driver's license?

Yes

☐

No

☐

Present Appointment:

Organization:

Position Held: Time Position Held:

Names, addresses and phone numbers of 2 referees:

1. Name:

Address:

Phone No. (Home) (Work).....

Capacity you have known the person:

2. Name:

Address :.....

Phone No. (Home)..... (Work)

Capacity you have known the person:

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 ☐
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Declaration:

Have you ever been convicted of an offence against the law apart from summary offences?

NO ☐ YES ☐

If yes, please provide date and details of offences on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned. I certify I am a New Zealand citizen **OR** I certify I have been granted NZ residency.

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my CV is true and correct.

Applicant's signature: Date:

Note: If completing this electronically a scanned copy of this signed document must be provided

OFFICE USE ONLY: Date application received: Time: