



TARANAKI
DIOCESAN
SCHOOL FOR GIRLS

www.taranakidio.school.nz

APPLICATION FORM

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT AT TARANAKI DIOCESAN SCHOOL FOR GIRLS

IN THE POSITION OF _____

Important Notes for applicants

1. You should provide complete information for each question, unless otherwise advised, regardless of whether you consider it relevant to the position for which you have applied. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
3. All 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.
 - a) 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 preventative 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.

- b) Under the **Vulnerable Children Act 2014, core workers** in schools will not be covered by the Clean Slate. All serious sexual or violent offenses against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

Collecting and holding personal information

The information you provide on this application for employment form will be collected and held by **Taranaki Diocesan School for girls**.

This information is collected for the purpose of assessing your suitability for employment with Taranaki Dio (this may include subsequent changes in employment within the organisation).

If your application is successful this form will be retained on your personal file. If unsuccessful it, along with your other application papers, will be destroyed after 1 month.

Your access to this information

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.

*Courageous
Resolute
Successful*

PERSONAL INFORMATION

(Please print)

Mr Mrs Ms Miss (tick one)

First name(s):

Family name:

If you are known by any other names please record here:
.....

Residential address:
.....

Contact telephone No(s): Home Work
Mobile E-mail

EDUCATION and QUALIFICATION

(Including University, Further Education etc.)

Name of Education organisation (e.g. School/College/ Training Establishment) of highest qualification achieved:

Number of years attended:

Qualifications/Standard of Achievement:
.....

List other qualifications or formal attainments you consider relevant including the issuing authority e.g. Polytechnic, University or Private Training Establishment with the qualifications/standards of achievement and years of attendance:

- 1.
.....
.....
- 2.
.....
.....



EMPLOYMENT HISTORY

Please provide details of all previous employment

and/or

Have you previously been employed by Taranaki Dio or in this industry?.....

Yes

No

If yes, ensure details are recorded below.

(Start with the most recent position)

Name of Employer:

Address:

.....
.....

Length of Service:

From: To:

Position Held:

Nature of Work:

Reason for Leaving:

REFEREES

Please state the details of referees you authorise us to contact to discuss your suitability for employment, preferably two work related referees and one personal referee

Name:

Contact details - Phone E-mail

Occupation/Position held:

Name:

Contact details - Phone E-mail

Occupation/Position held:

Name:

Contact details - Phone E-mail

Occupation/Position held:



GENERAL

Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem.

Yes
No

Do you intend to engage in other paid or voluntary work whilst employed in this position?

Yes
No

PROOF OF IDENTITY / RIGHT TO WORK

Do you have a current drivers licence?.....

Yes

If yes, what class?

No

Licence No:

Are you awaiting hearing of any charges for driving offences?

Yes

If yes please detail.

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.

Have you ever been charged with or convicted of a criminal offence?

Yes

Note: you are not required to disclose any charges or convictions that are eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004. However A Board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences)

No

If yes, further information relevant to potential employment may be sought at any subsequent interview.

Have you ever received a police diversion for an offence?

Yes

If yes please detail.

No

Are you awaiting sentencing or do you have any charges pending?

Yes

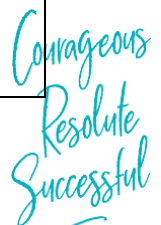
If yes please state the nature of the conviction/ cases pending:
.....
.....

No

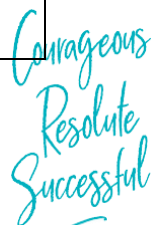
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and you ability to do the job?

Yes
No

If yes please detail.
.....



<p>Do you have or are you aware of any likely commitments which may prevent you from attending your place of employment during normal work hours or affect your availability for overtime or work-related travel (eg sports, hobbies, special interests, education, training)?</p> <p>If yes, give brief details:.....</p> <p>Are you a member of a territorial force unit or volunteer fire brigade?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Do you have a spouse, partner, relative or household member working at Taranaki Diocesan School for girls or elsewhere in the industry?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>If your application is accepted, when could you commence employment?</p>	
<p>Do you have the legal right to work in New Zealand, either entitlement to permanent residence or a valid work permit? (Evidence will be required if you are interviewed for the position.)</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>HEALTH (Complete all questions.)</p> <p>Have you ever had an injury or medical condition or gradual process injury, disease or infection that may be caused by, aggravated or further contributed to by the tasks of this position may aggravate or contribute to?</p> <p>If 'Yes' please details below:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Are you allergic to, or have sensitivity to, any substances or chemicals?</p> <p>If yes please specify:</p> <p>.....</p> <p>Have you ever suffered any back injury or back strain?</p> <p>Are you taking any drugs or medicine?</p> <p>If yes please specify:</p> <p>.....</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>



<p>The position applied for may require that personal protective equipment be used/worn while carrying out tasks associated with this position. Are you aware of any reason why you may not be able to use/wear the equipment? (list equipment.)</p> <p>.....</p>	
<p>In accordance with Taranaki Diocesan School for Girls policy and/or at the direction of the authorised person do you agree to use/wear protective equipment?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>If you are offered this position you may be requested to undertake a base-line medical examination to assess your health in relation to the tasks you may be undertaking during the course of your employment.</p>	
<p>Do you agree to the medical examination and Taranaki Diocesan School for Girls holding this information?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>If you have answered yes to any of the questions in this section, please give details of how your ability to undertake the work will be or could be affected:</p> <p>.....</p> <p>.....</p>	

ADDITIONAL INFORMATION

Do you have any additional information you consider relevant to the organisation’s decision-making concerning hiring you for this position. For example, achievements, interests, aspirations, one-off commitments (e.g. for which you will require leave) or other background information pertinent to this position etc. If so, please list below or attach such information to this application form.

SPECIAL CHARACTER and DECLARATION

I , (full name) recognise that this is a Special Character School and I understand my obligation to uphold the Taranaki Diocesan School for Girls Anglican Special Character principles.

I declare that to the best of my knowledge, the answers to the questions in this application are true and correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.

I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

I know of no reason why I would not be suitable to work with children / young people.

Signature:..... Date:

