



Burnside High School

Te Kura o Waimairi-iri

APPLICATION FORM – Counsellor

Please write or type in the fields below and email your completed form to admin@burnside.school.nz
You may also post your completed form to the school.

1 Position and Tenure

Title of Position Applied For:	COUNSELLOR – Ref 1HAH1e
Tenure of Position Applied For:	Permanent, full-time position

2 Personal Details

Title:	
First name:	
Preferred name:	
Last name:	
Home Address:	
Telephone:	
Mobile Phone:	
Email Address:	
If you have been employed under a different name, indicate it here:	
Are you a New Zealand citizen/resident* <input type="checkbox"/>	* Please ✓ as applicable.
or do you hold a Work Visa/Permit*? <input type="checkbox"/>	* Relevant documents must be sighted

Please attach a certified copy of suitable photographic ID, eg Drivers' License or Passport

3 Qualifications

Please outline qualifications held. Please provide more details in attached documents if you wish.

-
-
-
-

NOTE: Please provide certified copies of your relevant qualifications with this application.

4 Current Position and Responsibilities held

Please provide more details in attached documents if you wish.

-
-
-
-

5 Details of Previous Employment

Please list all your previous employment together with dates of appointment.

-
-
-
-

6 Personal Statement

If you wish, please write or type a brief Personal Statement in the box below:

7 Referees

Please indicate the names, positions and contact telephone numbers of **THREE** referees.

Referee 1

Name:

Position:

Telephone:

Cellphone:

Email:

Referee 2

Name:

Position:

Telephone:

Cellphone:

Email:

Referee 3

Name:

Position:

Telephone:

Cellphone:

Email:

8 Agreement to Obtain Information

I agree to the references and referees provided to the Burnside High School Board of Trustees, in respect of my application for this position, being used for the purposes of considering my suitability for the position for which I am applying.

I consent to the Burnside High School Board of Trustees seeking further verbal or written information on a confidential basis about me from representatives of my present employer, previous employers and referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the Board is supplied in confidence as evaluative material and will not be disclosed to me.

Applicant's Signature:

Date:

9 Health Declaration

I declare that I have no health issues that would impede my ability to successfully undertake the duties and responsibilities as outlined in the current job description for the position for which I am applying. I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from Accident Compensation Corporation or the Burnside High School Board of Trustees' workplace accident insurer.

Applicant's Signature: Date:

10 Declaration of Convictions

Have you ever been convicted of any offence(s) against the law [excluding minor traffic convictions] or otherwise know of any reason why you should not be employed to work in this school?

Please answer YES or NO in this box:

If you answered the above question in the affirmative, please provide the date and details of the offence(s) together with any comments you may wish to make in the box below, except in those cases where your declaration of offence(s) would breach the Criminal Records (Clean Slate) Act 2004:

Information on the Criminal Records (Clean Slate) Act 2004 is attached to this application form.

Are you currently awaiting the hearing of any charges?

Please answer YES or NO in this box:

If you answered the above question in the affirmative, please provide the details of the charge(s) together with any comments you may wish to make in the box below:

The Board reserves the right to contact the appropriate authorities to verify any claim made.

Please Note:

- a. You may be asked to provide a copy of the relevant Court record(s) obtainable from the Police.
- b. Failure to provide correct and true details of any conviction(s) or reason for possible unsuitability will make you liable to dismissal from the employment of the Burnside High School Board of Trustees should you be the successful applicant.

Applicant's Signature: Date:

12 Declaration

I declare that to the best of my knowledge the answers provided in this application form and the information provided in my Curriculum Vitae and any accompanying documentation are correct.

I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Applicant's Full Name:

Applicant's Signature:

Date:

INFORMATION ON THE CRIMINAL RECORDS (CLEAN SLATE) ACT 2004

The Criminal Records (Clean Slate) Act introduces a clean slate scheme. This legislation was enacted in May 2004.

Under the Act, an individual is legally deemed to have no criminal record and he or she need not disclose convictions if all of the following criteria are satisfied.

CRITERIA

1. The individual has not committed any offence within seven consecutive years of being sentenced for the offence, and
2. The individual did not serve a custodial sentence* for the offence (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm), and
3. The offence was not a specified offence (specified offences are in the main sexual in nature), and
4. The individual has paid any fine or costs in full.

** Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences.*

EFFECT OF THIS LEGISLATION

The effect of this legislation is that an individual who fulfils all of the above criteria can state that he or she has no criminal record in response to questions. If an individual only fulfils some of the criteria he or she is not eligible under the scheme.

EXAMPLES

Person A was convicted of an assault ten years ago and received a community-based sentence. Person A has not committed any offence since that time. Person A is eligible under the scheme.

Person B was convicted of theft three years ago and received a fine which was paid. Person B is not eligible under the scheme as seven years have not lapsed since the date of conviction.

POLICE VETTING

Printouts from the police computer will not reveal an individual's criminal record if all of the above criteria are fulfilled.