



## APPLICATION FOR EMPLOYMENT

### Important Notes for Applicants

Thank you for applying for a position within 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 cover letter and 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 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 will be required to give consent to a Police vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specific offence listed in *Schedule 2 of the Vulnerable Children 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 Vulnerable Children 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 (e.g. passport) and a secondary identity document (e.g. 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 board of trustees. You may access these in accordance with the provisions of the Privacy Act 1993. 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.

**OFFICE USE ONLY:** This application must be retained on file as part of the application. It must not be destroyed or removed. Page 1 of 6

<b>Position Applied For:</b>	<b>Location:</b>	<b>Vacancy/Reference Number:</b>
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**Personal Details**

Miss / Mrs / Ms / Mr  Or other preferred title:	Surname:
	First Names (in full):
	Birth Name (if applicable):
	If you are known by any other names, please list:

Ethnic Identification:  NZ Maori <input type="checkbox"/> NZ European <input type="checkbox"/> <input type="checkbox"/>  Other: _____  NZ Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>	Address:	Home Phone: (    )  Work Phone: (    )  Mobile Phone:  Email:
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**Previous Paid Experience**

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 please give details. Attach additional sheets if necessary.

Position	Employer (or reason for gap in employment)	Date (From – To)	Reason for leaving

**Qualifications**


The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. Please comment about (a) your practice and (b) your experience in relation to the following headings. Even if you are providing a CV, please fill this out in full. Continue on a separate sheet of paper if necessary.

1. Leadership that contributes to effective teaching and learning	
2. Curriculum knowledge and strengths	
3. Professional knowledge	
4. Staff management	
5. Relationship management	
6. Policy and programme management	
7. Home and school partnership  Whānau engagement	
8. Please list any other knowledge, skills and abilities you have which may help you to contribute and add value to our kura	

Referees			
Please provide the names of at least three people who could act as referees for you. One of these should be your current or most recent employer and all must be professional referees. Please indicate which referee is your current/most recent employer. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.			
First Name:		First Name:	
Surname:		Surname:	
Organisation:		Organisation:	
Position:		Position:	
Address:		Address:	
Work Phone:		Work Phone:	
Home Phone:		Home Phone:	
Mobile:		Mobile:	
Email:		Email:	
Relationship to applicant:		Relationship to applicant:	
First Name:		First Name:	
Surname:		Surname:	
Organisation:		Organisation:	
Position:		Position:	
Address:		Address:	
Work Phone:		Work Phone:	
Home Phone:		Home Phone:	
Mobile:		Mobile:	

Email:		Email:	
Relationship to applicant:		Relationship to applicant:	
<b>Authority to approach other referees</b>			
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 <input type="checkbox"/> No <input type="checkbox"/>		
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 <input type="checkbox"/> No <input type="checkbox"/>		
<b>Medical Questionnaire</b>			
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 <input type="checkbox"/> No <input type="checkbox"/>		
Do you have any medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Identity Verification, Criminal Record and Right to Work</b>			
<b>Immigration information:</b>  Are you a New Zealand citizen?  If not, do you have a resident status, or  A current work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>  Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever had a criminal conviction?  (A board may not employ or engage a children's worker who has been convicted of an offence specified in <i>Schedule 2 of the Vulnerable Children Act 2014</i> . The Clean Slate Act does not apply to schedule 2 offences).	Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please state detail:		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please state detail:		
Have you ever been discharged without conviction for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, please state detail:		

Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting sentencing or do you have charges pending?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state the nature of the conviction/cases pending:
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 <input type="checkbox"/> No <input type="checkbox"/> If yes, please state detail:
Have you ever been the subject of any concerns involving child safety?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state detail:
<b>For teaching/principal positions:</b> Do you hold a current practicing certificate from the Education Council of Aotearoa New Zealand?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please enter your registration number:

**Declaration**

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 199. 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, I may be liable to be dismissed.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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