



## APPLICATION FOR EMPLOYMENT

### Important Notes for Applicants

Thank you for applying for a teaching position with our school.

1. Please complete this form personally.
2. Attach a letter of application and also curriculum vitae (CV) containing any additional information, if necessary.
3. Failure to answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
4. 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 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 with 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.

5. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the Principal.

**\*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.

**Position applied for:**

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**Tick one**

Mr  Mrs  Ms  Miss  Dr  Other

Surname/Family Name

First names (in full)

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Birth name (if applicable)

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Are you known by any other name(s)? (if yes please provide below) Yes  No

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Full postal address

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Email address

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Contact telephone numbers

Personal:	Business:
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## Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

Immigration information Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or A current work permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(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)</i>		
Have you ever received a police diversion for an offence? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been discharged without conviction for an offence? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you awaiting sentencing or do you have charges pending? If "Yes" please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of any concerns involving child safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If "Yes" please detail:

Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand?      Yes            No     

Please enter your registration number:

**Educational Qualifications**

	Name	Location	Number of years completed	Highest Qualification Gained
University				
Other				

**Employment History**

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, give details. Attach additional sheets if necessary.

Period worked (please specify the start and end dates)	Employer's name (or reason for gap in employment)	Position held	Reason for leaving
Start date      End date			
to			
to			
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.

Name	Organisation	Position/Relationship	Landline	Mobile (preferred)

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**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
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	No

**I certify that:**

- The information I have supplied in this application is true and correct.
- 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.
- 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**

**Note: If completing this electronically a hard copy (signed) must be provided if shortlisted for interview.**