



Otaki Montessori Pre-school Inc

Application for Employment

About this form

This completed Application for Employment form is a source of information that will be used by Ōtaki Montessori Preschool to consider your suitability for the position for which you are applying.

We ask that you fill in the form personally, honestly, and that you answer all relevant questions. Please note that the provision of false information may result in the withdrawal of an offer; or, be grounds for dismissal if your application for employment is successful.

You are welcome to send copies of CV's or supporting documentation with this application, however we cannot take responsibility for lost or damaged material so please do not send originals.

We will hold all information you provide to us in accordance with the Privacy Act 2020. Information will only be released in accordance with the authorisations you provide to us in this form. If your application is successful, this form will become part of our personnel records. You are entitled to access the information upon request. If your application is unsuccessful, this information may be securely stored in our archives (for consideration for future positions) or destroyed.

The completion of this form does not indicate that there is any obligation on Ōtaki Montessori Preschool to interview you, or to make any offer of employment.

Please complete:

I authorise the company to retain this completed form and supporting documents for use in connection with future vacancies: **Yes / No**



Otaki Montessori Pre-school Inc

APPLICATION FOR EMPLOYMENT

Position applied for	
Date of Application	

YOUR PERSONAL DETAILS

Surname	
Given Names	
Are you known or have you been known by any other names? (for example maiden name, or you have changed your name)	
Address	
Email Address	
Home Telephone	
Mobile	
Work Telephone	

ABILITY TO WORK IN NEW ZEALAND

Are you legally entitled to work in New Zealand because you are a New Zealand Citizen, an Australian Citizen, a NZ permanent resident or have a current work visa? You will be required to produce proof of status to work in NZ.	Yes / No Work visa expires on: _____
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What interests you about working for us?

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QUALIFICATIONS

Qualifications (NCEA/Diploma/ Degree/Postgraduate/Professional Qualifications/ Tertiary /Certificates/Experience)

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Certified Kaiako:

Yes/No

If yes,
Number:

Provisional/Full

Expiry date:

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Please describe all relevant skills and experience that you have, for the position you have applied for.

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Do you speak, or read and write in a language additional to English?

If yes, please detail:

Yes / No

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EDUCATION AND EMPLOYMENT BACKGROUND (please show at least 5 years History)

Name of secondary school(s) / Tertiary institutes attended	From (date)	To (date)

EMPLOYMENT HISTORY (Start with your current or most recent employer)

Employed Date (from and to)	
Company Name:	
Address:	
Position Held:	
Main Duties:	
Hours Worked per Week:	
Reason for Leaving:	
Do you consent to the Ōtaki Montessori Preschool contacting your present employer for the purposes of reference checking? If no please provide a reason.	Yes / No

Employed Date (from and to)	
Company Name:	
Address:	
Position Held:	
Main Duties:	
Hours Worked per Week:	



Reason for Leaving:	Otaki Montessori Pre-school Inc
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Employed Date from and to	
Company Name:	
Address:	
Position Held:	
Main Duties:	
Hours Worked per Week:	
Reason for Leaving:	

Give details of all previous employment not detailed above. Please continue on a separate sheet if necessary.

Name of Employer	From (date)	To (date)

Have you ever been through a disciplinary /performance process which resulted in your employment ending? If yes, please provide details	Yes / No
Have you ever worked for Otaki Montessori Preschool before? If yes, where and when?	Yes / No



Otaki Montessori Pre-school Inc

YOUR AVAILABILITY TO WORK

<p>Do you have secondary employment?</p> <p>If yes, where and when?</p>	<p>Yes / No</p>
<p>If your application is successful, when could you commence employment?</p>	
<p>Are you aware of anything that could place you in a potential conflict of interest with Otaki Montessori Preschool? Or which may restrict your ability to fully perform your duties?</p> <p>If yes, please explain.</p>	<p>Yes / No</p>
<p>Do you have a spouse, partner, relative or household member who works for Otaki Montessori Preschool?</p>	<p>Yes / No</p>

MORE ABOUT YOU - CHARACTER AND REFERENCES

<p>Have you been convicted of any criminal offences?</p> <p>Please be aware that you are not obliged to declare certain offences which occurred more than 7 years ago under the Criminal Records Clean Slate Act 2004. You can get information about this from the Ministry of Justice before answering this question)</p> <p>https://www.justice.govt.nz/criminal-records/clean-slate/</p> <p>If yes, provide the date, detail of the offence and the penalty which was imposed on the final page of this form under "additional information".</p>	<p>Yes / No</p>
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Are you on police bail or awaiting the hearing of any charges in a criminal court of law? If yes provide details on the final page under “additional information”	Yes / No
Do you agree to us undertaking Police Vetting / a criminal record check and obtaining a copy of any record from the Ministry of Justice?	Yes / No
Are you still subject to any sentence imposed by a court (for example, community service order or supervision)	Yes / No
If yes, please provide details:	

What transport arrangements do you have to attend your place of employment?	
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What are your interests/hobbies/sports/clubs or community activities?

REFEREES

Give name, email address and telephone numbers of at least two referees. Preferably from where you have worked. (If you want to provide more referees, please use the additional information page at the end of this form.)

Name	
Position	
Email Address	



Otaki Montessori Pre-school Inc

Phone Number	
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Name	
Position	
Address	
Phone Number	

By providing the above details, and signing this application for employment, you hereby authorise the company to seek verbal or written information on a confidential basis from the named referees for the purpose of ascertaining your suitability for the position for which you are applying. Information received on a confidential basis will not be disclosed to you.

REFERENCE CONSENT

Name of referee:

I, _____ [candidate's name] consent to Ōtaki Montessori Preschool seeking verbal or written reference on a confidential basis from The referees I have provided about me, and authorise the information sought to be released for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the Company is supplied in confidence as evaluative material and will not be disclosed to me.

Signature of candidate: _____ Date: _____



Otaki Montessori Pre-school Inc

DECLARATION:

I, _____, [name of applicant] declare:

1. that my answers in this application are true and not misleading and;
2. that there is no further relevant information that I have not disclosed.

I Acknowledge:

that if Ōtaki Montessori Preschool employs me, they are relying on the truth and completeness of my answers and therefore if I have not answered truthfully and completely, the company may withdraw any offer of employment prior to acceptance, or (after a proper process) terminate my employment without notice.

Signed		Date	
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