



RETURN ADDRESS
 Blenheim Early Childhood Centres Inc.
 PO Box 388
 Blenheim 7240

APPLICATION FOR APPOINTMENT

Personal Details

Name: _____ Date: _____
Last Name First Name

Present Address: _____

Home Contact: _____ Mobile: _____ E-mail _____

Date of Birth: _____ *(must have turned 17 to work in an Early Childhood Centre)*

Are you known by any other names Yes / No

If yes please list: _____

Are you legally entitled to work in New Zealand Yes / No Are you a permanent New Zealand Resident Yes / No

Position Applied for: _____ When are you available to start work: _____

Education **Please attach verified copies of qualifications**

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School				
PTE				
Polytechnic				
University				
Other				

Have you been convicted or any criminal offence? Yes No

Are you waiting any hearing of criminal or civil charges in a court of law? Yes No

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offence, type of offence, remoteness of the offence in time, and rehabilitation will be taken into account in determining effect on suitability for this position.

If Yes, please explain:

General

- Are you able to attend meetings outside working hours? Yes No
- Do you hold a current first aid certificate **if yes please attach** Yes No
- If required are you able to work between our 3 centres? Yes No
- Have you been convicted or any criminal offence? Yes No
- Have you ever had any complaints or been subject to a complaints process in your work with children? Yes No

Please list the languages that you are able to converse in _____

Have you had or currently have any medical condition, disease, infection, repetitive strain injury or disability that may be further aggravated by the tasks of the position that you are applying for?
 If yes please provide details:

Work Experience

Please list your work experience in your last **three** jobs **beginning with your most recent (current) job** held. If you were self-employed, give details. If you have had more than three jobs in the last five years, please list them all. Attach additional sheets if necessary.

Job Title		Employment Dates:	
Name of employer		FROM:	
Address		TO:	
Employer Phone #	Employer email address		
Name of last supervisor			
Reason for leaving			

List the duties performed, skills used or learned, advancements or promotions while you worked in this organisation

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List the duties performed, skills used or learned, advancements or promotions while you worked in this organisation

REFERENCE CHECKS

- Can we contact your past employers? Yes No
- Can we contact your present employer? Yes No
- Did you complete this application form yourself? Yes No
- If not who did? _____

Please list two people who we may contact as a character reference

Name:	Organisation:
Address:	Position:
Email:	Phone #:

How long have you known this person?

Name:	Organisation:
Address:	Position:
Email:	Phone #:

How long have you known this person?

Declaration

I, _____

To the best of my knowledge I have provided true and accurate information and understand that if any of this information is deliberately misleading or withheld the application will not be accepted or if I have been employed by Blenheim Early Childhood Centres Incorp. my employment may be terminated.

I also understand that any information false or withheld relating to disease, medical conditions and repetitive strain injuries may affect my entitlement to any compensation for ACC from Blenheim Early Childhood Centres Inc.

I give permission for Blenheim Early Childhood Centres Inc. to make such enquiries of such people and examine such information as it considers necessary to assess my suitability for appointment to the position of which I have applied

I give my consent to a representative from Blenheim Early Childhood Centres to contact the named referees above, to seek information for the purpose of ascertaining my suitability for the position for which I have applied.

Signed _____ Date _____