

EMPLOYMENT APPLICATION FORM

Late or incomplete applications will not be accepted.
Emailed applications are preferred, submit to vacancies@rka.org.nz.

This form will be retained in a secure location for 90 days

- DO NOT staple documentation or submit in a folder/binder
- A full application form is required for **each position applied for**. Please include your CV and cover letter.

Applicant Details

Full Legal Name		Pronouns	
Known by any other name		Former Name, if any	
Home Address			
Phone			
Email			
The position you are applying for?			
How did you find out about this role?			

Education and Teacher Registration (if applicable)

Teacher Registration number		Full ☐ STC ☐ PCT ☐
Date issued		Expiry date

First aid

Current First Aid Certificate	Yes ☐ No ☐	Expiry Date	
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Employment

Please provide details about your current or most recent employment and indicate whether it was full-time (FT), part-time (PT), or relieving (RE). Include the same specific information about other previous roles in your CV.

Current employment position and organisation		FT ☐ PT ☐ Weekly hours _____ RE ☐
From (month/year)		To (month/year)
Reason for seeking an alternate position		

General

<i>Note: You are not required to disclose any charges or convictions eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004 in response to the questions in this section.</i>	
Have you ever been charged with or convicted of a criminal offence?	Yes ☐ No ☐
<i>If yes, please provide brief details:</i>	
Are you awaiting hearing of any charges for any offence?	Yes ☐ No ☐
<i>If yes, please provide brief details:</i>	
Are you aware of any charges that the Police may consider laying against you?	Yes ☐ No ☐
<i>If yes, please provide brief details:</i>	
Have you at any time taken action against a current or former employee in order to resolve an employment dispute, including personal grievance action or other employment relationship problem?	Yes ☐ No ☐
<i>If yes, please provide brief details:</i>	
Have you ever been dismissed, or have you resigned from a previous role due to being subject to disciplinary action?	Yes ☐ No ☐
Are you subject to any ongoing or pending disciplinary action from the Teaching Council of Aotearoa, New Zealand?	Yes ☐ No ☐

Residency

Do you have the right of permanent residence in New Zealand or a valid work permit? <i>Please bring evidence if you are interviewed for this position</i>	Yes ☐ No ☐
Do you intend to engage in other paid or voluntary work whilst in this position?	Yes ☐ No ☐
<i>If yes, please provide brief detail:</i>	

Referee Reports

Provide details of referees you authorise us to contact to discuss your suitability for employment, including your current employer; we will make contact only if you are a preferred candidate.			
Name			
Place of work		Position	
Relationship to you		Phone	
Name			
Place of work		Position	
Relationship to you		Phone	

Declaration

Please indicate your consent to the collection of personal information in support of this application:			
I, (please write your full name)			
Declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is give, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.			
Signature		Date	