

Important Notes for Applicants

Thank you for applying for a position in our school.

1. Please fully complete this form. Answer all questions and ensure you sign and date where indicated on the last page.
2. Attach a current 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 are required to give consent to a Police vet.
 - 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 Children's 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 Children's Act 2014](#)
 - you have paid any fines or costs
 - c) 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.
7. 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 [Children's Regulations 2015](#).
8. This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of The Privacy Act 2020.

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.

APPLICATION FOR EMPLOYMENT

Preferred title (<i>circle</i>)	Mr	Mrs	Ms	Miss	Other:
Full name					
Preferred email					
Mobile number					
Date of birth					

Please tick the appropriate boxes	Yes	No
Are you a New Zealand citizen?		
<i>If no, do you have resident status or current work permit</i>		
Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?		
Do you have a current New Zealand driver's licence?		
If you answer 'yes' to any of the next 8 questions, please provide further details at the end of this document.		
Have you had a criminal conviction? <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 Children's Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)</i>		
Have you ever received a police diversion for an offence?		
Have you ever been discharged without conviction for an offence?		
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?		
Are you awaiting sentencing, or do you have charges 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?		
Have you ever been the subject of any concerns involving child safety?		
Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?		

EDUCATIONAL QUALIFICATIONS

Educational Institution	Qualification Awarded	Years

EMPLOYMENT HISTORY

Please list your work experience beginning with your most recent position.

Start date	to	End date	Employer	Position held

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	Relationship	Contact Number

- I certify that the information I have supplied in this application is true and correct.
- I confirm in terms of The Privacy Act 2020 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 _____