



APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position description before completing this application and read the following notes:

1. You need to fill out this form yourself.
 2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
 3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
 4. 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.
 5. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
 6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
 7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained 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 further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence¹ 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
- 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.
8. 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 (Requirements for Safety Checks of Children's Workers) Regulations 2015.
 9. 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.

¹ Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, imprisonment served by home detention, borstal training, detention centre training and other sentences requiring full-time detention. Non-custodial sentences include community-based sentences, fines, reparation and other specified orders.



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Māpua School | 2027 Scale A teaching vacancies

POSITION(S) APPLIED FOR

Please tick all that apply:

☐ Position 1 – Maternity Leave Cover (Terms 1–3, 2027)

☐ Position 2 – Fixed-Term Teacher (2027 school year)

Preferred teaching team: ☐ Awa (Years 0–3) ☐ Moana (Years 4–6) ☐ Either

Would you consider teaching in the other team? ☐ Yes ☐ No

IMPORTANT NOTES

Please complete this form yourself, answer each question truthfully and sign the declaration. Attach your CV, cover letter and copies of relevant qualifications. Originals and identity documents may be requested for verification. Shortlisted applicants may bring whānau/support people to an interview; please let us know in advance. Appointment is subject to required safety checks, including Police vetting, and eligibility to work in New Zealand.

PERSONAL AND REGISTRATION DETAILS

Full name	
Address	
Mobile phone	
Email	
Teaching Council registration number	
Practising certificate category and expiry date	

EMPLOYMENT AND QUALIFICATIONS

Current school/employer and position	
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Current employment start date	
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Previous employment (last five years)	
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Qualifications (institution and year)	
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Relevant professional learning	
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REFEREES

Please provide at least two professional referees, preferably including your current principal, deputy principal or team leader where applicable.

Referee 1

Name and role	
School/organisation	
Relationship to you	
Email and telephone	

Referee 2

Name and role	
School/organisation	
Relationship to you	
Email and telephone	

Referee 3

Name and role	
School/organisation	
Relationship to you	
Email and telephone	

ELIGIBILITY AND SAFETY DECLARATIONS

Do you have the legal right to work in New Zealand for the period of the appointment? ☐ Yes ☐ No

If relying on a visa, state visa type and expiry date: _____

Are you aware of any circumstances that may affect your registration, practising certificate or suitability to work with children? ☐ Yes ☐ No

Do you have any criminal charges pending, or convictions you are legally required to disclose for a children's worker safety check? ☐ Yes ☐ No

If yes to either question, please provide relevant details on a separate confidential page. Disclosure requirements are subject to applicable legislation, including the Children's Act 2014 and the Criminal Records (Clean Slate) Act 2004.

Are any reasonable adjustments needed for you to undertake the interview or the essential duties of the role? ☐ Yes ☐ No ☐ Prefer to discuss privately

CONSENT AND DECLARATION

I authorise Māpua School to verify relevant employment, qualifications, registration and suitability information and to undertake required safety checks in accordance with law and the school's recruitment processes. I understand I may be contacted about any further information required. I declare that the information in this application and supporting documents is true and complete to the best of my knowledge.

Full name	
Signature	
Date	

Please email the completed form with your cover letter and CV to **recruitment@mapua.school.nz**