



APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position (job) 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 licence). 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](#).

¹**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.

9. 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.

APPLICATION FOR EMPLOYMENT 2025

Position applied for:

Kawakawa Primary School Year 7&8 Reo Rua Kaiako	Permanent, Full Time Start date: Monday 20 April 2026 (Term 2)
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Full Name:

Preferred name

Address

Email address

Phone Number

Personal:	Other:
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Identity Verification, Criminal Record and Right to Work

Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have a NZ Work Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Criminal Conviction	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details:		
<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 unless they have an exemption. The Clean Slate Act does not apply to Schedule 2 offences.)</i>		
Discharge without Conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details:		

Are there any health related conditions which could impact on your ability to perform the position applied for? Yes No

Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions.

Employment Information

Current and Previous Employment Positions: Preferably for up to five years

Period worked (please specify the start and end dates)		Employer's name (or reason for gap in employment)	Position held	Reason for leaving
Start date	End date			
	to			
	to			
	to			

Educational Qualifications

Degree	University	Year

Other Qualifications:		

Relevant Experience:

Referees

Please provide the names of three people who we can contact as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Capacity in which you have known this person	Phone (preferred)	Email

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm, in the terms of the Privacy Act 2020, that I have authorised access to referees so any enquiries deemed appropriate for determining my suitability for employment can be made.
- 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.

Applicant's Full Name:

Applicant's Signature:

Date: