

## APPLICATION FOR EMPLOYMENT

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Position applied for:

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### Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 will be 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 Vulnerable Children 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 Vulnerable Children Act 2014](#)
  - you have paid any fines or costs
2. 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 [Vulnerable Children Regulations 2015](#).
  8. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.
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### Applicant Details and Contact Information

Salutation: *(Tick One)*

Mr  Mrs  Ms  Miss  Mx

First Names *(In Full)*

Surname or Family Name *(In Full)*

Preferred Name

Are you known by any other name(s)? (if yes please provide below) Yes  No

If yes, please provide: *Other name.*

Residential Address

Email Address

Home Number *N/A*

Mobile Number

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## **Citizenship, Convictions and Offences**

### ***NZ Citizenship and or Immigration Status***

*Please tick the appropriate boxes.*

- a. Are you a New Zealand citizen? Yes  No
- b. If not, do you have resident status, or Yes  No
- c. Do you have a current work permit Yes  No

### ***Criminal Conviction and or Offences***

*Please tick the appropriate boxes and comment accordingly.*

- Have you ever had a criminal conviction? Yes  No   
If "Yes" please detail: *Click here to enter.*
- Have you ever received a police diversion for an offence? Yes  No   
If "Yes" please detail: *Click here to enter text.*
- Have you ever been discharged without conviction for an offence? Yes  No   
If "Yes" please detail: *Click here to enter text.*

*Please be advised that a board may not employ or engage a children's worker who has been convicted of an offence specified in [Schedule 2 of the Vulnerable Children Act 2014](#). The Clean Slate Act does not apply to schedule 2 offences.*

- Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence, or imprisonment?

Yes  No

If "Yes" please detail: [Click here to enter text.](#)

- Are you awaiting sentencing or do you have charges pending?

Yes  No

If "Yes" please state, the nature of the conviction / cases pending: [Click here to enter text.](#)

- 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?

Yes  No

If "Yes" please detail: [Click here to enter text.](#)

- Have you ever been the subject of any concerns involving child safety?

Yes  No

If "Yes" please detail: [Click here to enter text.](#)

## Health and Wellbeing

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?

Yes  No

If "Yes" please detail: [Click here to enter text.](#)

## Certification, Qualifications and Work Experience

### **Certification**

Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand?

Yes  No

If "Yes" please detail: Provisional, registration number 377443

### **Qualifications**

Please list all applicable qualifications related to your job application

|                  | Name | Location | Number of years completed | Highest Qualification Gained |
|------------------|------|----------|---------------------------|------------------------------|
| Secondary School |      |          |                           |                              |

|            |  |  |  |  |
|------------|--|--|--|--|
| University |  |  |  |  |
|            |  |  |  |  |
|            |  |  |  |  |
| Other      |  |  |  |  |
|            |  |  |  |  |
|            |  |  |  |  |

## Employment History

Please list your work experience for the last five years beginning with your most recent position. If you were self-employed, give details and attach additional sheets if necessary.

| Employer's Name | Position Held | Period worked                          |          | Reason for leaving |
|-----------------|---------------|--|----------|--------------------|
|                 |               | Please specify the start and end dates |          |                    |
|                 |               | Start Date                             | End Date |                    |
|                 |               |  |          |                    |
|                 |               |  |          |                    |
|                 |               |  |          |                    |
|                 |               |  |          |                    |
|                 |               |  |          |                    |
|                 |               |  |          |                    |

## 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. Please indicate which referee is your current/previous employer in the table below. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

| Name | Organisation / School | Position | Landline<br>*preferred | Mobile |
|------|-----------------------|----------|------------------------|--------|
|      |                       |          |                        |        |
|      |                       |          |                        |        |
|      |                       |          |                        |        |

## Authority to approach

- I authorise the Board, or nominated representative, to **approach my listed referees** whose names I have supplied, to gather information related to my suitability for appointment to the position.  
Yes  No
- I authorise the Board, or nominated representative, to **approach persons other than the referees whose names I have supplied**, to gather information related to my suitability for appointment to the position.  
Yes  No
- I authorise the Board, or nominated representative, permission to **access any information held by the Education Council of Aotearoa New Zealand** (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.  
Yes  No

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As part of my application, I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 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

**Note: If completing this electronically a hard copy (signed) must be provided.**