



## Selwyn House School Application for Employment

### IMPORTANT NOTES FOR APPLICANTS

1. Please fully complete this form personally. Read it through and 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 you include written references, please note that we may contact the writers of the references.
3. Certified copies of qualification certificates should be attached.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 **and**
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
  - The offence was not of a specified offence (specified offences are in the main sexual in nature) **and**
  - You have paid any fine or costs.

Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

6. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

# APPLICATION FOR EMPLOYMENT

Position applied for: \_\_\_\_\_

Surname/Family Name	First Names (in full)

Full Postal Address

Email Address

Contact Telephone Numbers	
Private:	Business:

Please tick the appropriate boxes		
Are you a New Zealand Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please detail:		

<p>Have you ever been convicted of a driving licence offence, which resulted in temporary or permanent loss of licence, or imprisonment?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If 'Yes' please detail:</p>		
<p>Are you awaiting sentencing/currently have charges pending?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If 'Yes' please state the nature of the conviction/cases pending</p>		
<p>Have you been the subject of any concerns involving student safety?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If 'Yes' please detail:</p>		
<p>In addition to other information provided are there any factors that we should know to assess your suitability for appointment and ability to do the job?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If 'Yes', please elaborate:</p>		
<p>Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If 'Yes', please detail:</p>		
<p>Do you have a current New Zealand driver's licence?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

### Authority to approach referees

<p>I authorise the Board, or nominated representative, to approach the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.</p> <p>I do not agree to this request for the following reason/s:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>I authorise the Board, or nominated representative, permission to access any information held by the Education Council, including matters under investigation, to gather information related to my suitability for appointment to the position.</p> <p>I do not agree to this request for the following reason/s:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

I certify that:

1. The information I have supplied in this application is true and correct.
2. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
3. I know of no reason why I would not be suitable to work with children/young people.
4. 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: \_\_\_\_\_