



## 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 job description before completing this application.

- 1 Please fully complete this form personally. Read it through first 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 you include written references, please note that we may contact the writers of the references.
- 3 Copies only of qualification certificates should be attached. If successful in your application you will be required to provide 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5 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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.
- 7a 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:
  - a. You have not committed any offence within 7 consecutive years of being sentenced for the offence
  - b. You did not service a custodial sentence<sup>1</sup> at any time
  - c. The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
  - d. You have paid any fine or costsPlease 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 Vulnerable Children Regulations 2015.
- 9 This application form and supporting documents will be held by the school. 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.

**OFFICE USE ONLY:** This page must be retained on file as part of the application; it must not be removed or destroyed.

Position Applied For	Location	Vacancy/Reference No.

**Tick one**

Mr  Mrs  Ms  Miss

Surname/Family Name	First Names (in full)

Surname/Family Name	First Names (in full)

**Birth Name (if applicable)**

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

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**Full Postal Address**

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**Email Address**

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**Contact Telephone Numbers**

Personal:	Business:
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**Identity Verification, Criminal Record and Right to Work**

Please tick appropriate boxes:

	Yes	No
Are you a New Zealand citizen?	<input type="checkbox"/>	<input type="checkbox"/>
If not, do you have: resident status	<input type="checkbox"/>	<input type="checkbox"/>
a current work permit (expiry date) _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had a criminal conviction? (convictions that fall under the clean slate scheme do not have to be disclosed)	<input type="checkbox"/>	<input type="checkbox"/>
If "Yes" please detail:		
Have you ever received a police diversion for an offence?	<input type="checkbox"/>	<input type="checkbox"/>
If "Yes" please detail:		



## Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualifications:

Please state any other qualifications that relate to the position:

Certificates, Degrees, Diplomas or Other Relevant Qualification	Subjects or Papers Passed and Level	Date and Year Completed

## For Teaching Positions Only (complete a-c)

### a) Training:

Have you undergone Teacher Training at a recognised institution? Yes/No  
If 'Yes', please state the name of the Institution, and the year(s) of your attendance.

### b) Registration:

Do you hold:

	Yes	No
▪ a current Certificate of Registration?	<input type="checkbox"/>	<input type="checkbox"/>
▪ a Certificate subject to confirmation?	<input type="checkbox"/>	<input type="checkbox"/>
▪ a provisional Certificate of Registration?	<input type="checkbox"/>	<input type="checkbox"/>

Registration No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

### c) Co-Curricular Activities:

Please tick which one(s) you have been involved with, and would contribute to our co-curricular programme.

#### SPORTS

Athletics	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Bowls	<input type="checkbox"/>	Chess	<input type="checkbox"/>
Cricket	<input type="checkbox"/>	Cross Country	<input type="checkbox"/>	Football	<input type="checkbox"/>	Futsal	<input type="checkbox"/>	Golf	<input type="checkbox"/>
Hockey	<input type="checkbox"/>	Multi-sport	<input type="checkbox"/>	Netball	<input type="checkbox"/>	Orienteering	<input type="checkbox"/>	Rugby	<input type="checkbox"/>
Smallbore Rifle Shooting	<input type="checkbox"/>			Softball	<input type="checkbox"/>	Squash	<input type="checkbox"/>	Swimming	<input type="checkbox"/>
Table Tennis	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Touch	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>		

#### CULTURAL ACTIVITIES

Choirs	<input type="checkbox"/>	Concert Band	<input type="checkbox"/>	Debating	<input type="checkbox"/>	Drama/Theatresport	<input type="checkbox"/>
Major Production	<input type="checkbox"/>	Maori Group	<input type="checkbox"/>	Orchestra	<input type="checkbox"/>	Variety Show	<input type="checkbox"/>

## Referees (For All Positions)





Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your current work performance. 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	Relationship (e.g. Employer/principal)	Telephone Landline Preferred	Mobile

### Authority to approach other referees:

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 <input type="checkbox"/>	No <input type="checkbox"/>
<u>For Teachers</u> 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 <input type="checkbox"/>	No <input type="checkbox"/>

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 should 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: \_\_\_\_\_