



PUKETE SCHOOL

Pukete Rd - Hamilton 3200
www.puketeschool.com

Telephone: 07 849 4352
office@pukete.school.nz

Application for Employment

Important notes - please read carefully

Thank you for applying for a position with our school. You need to fill out this form yourself.

1. First, read it through, then answer all questions and make sure you sign and date where indicated
2. Attach a current 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.
4. Failure to complete this application and answer all questions truthfully may result in an offer of employment being withdrawn or appointment being terminated, if any information is later found to be false or misleading.
5. 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 sentence 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 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.
6. Shortlisted applicant being interviewed may need to provide originals of both a primary identity document (eg passport) and a secondary identity document (eg NZ Drivers licence). A list of acceptable primary and secondary documents is available in the last sections of the Children's Regulations Act 2015.
7. 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 Form - Team Leader Position

Email your completed application form (with required verifying documentation), covering letter and CV to Marie Hartley, Principal, at principal@pukete.school.nz

Position being applied for: _____

1. Personal Details

Preferred title	
First names (in full)	
Surname	
Birthname (If applicable)	
Are you known by any other name/s? If yes, please add.	
Full postal address	
Telephone home	
Telephone work	
Telephone mobile	
Email	

2. Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

	Yes	No
<u>Immigration Information:</u> Are you a New Zealand citizen? If you ticked 'no': Do you have resident status?		
Have you ever had a criminal conviction?		

If yes, please detail		
Have you ever received a police diversion for an offence? If yes, please detail:		
Have you ever been discharged without conviction for an offence? If yes, please detail:		
Do you have a current New Zealand driver's licence?		
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If yes, please detail:		
Are you awaiting sentencing, or do you have charges pending? If yes, please detail:		

	Yes	No
In addition to other information provided, are there any factors that we should know to assess your suitability for appointment, your suitability for work with children or your ability to do your job? If yes, please detail:		
Have you ever been the subject of any concerns involving child safety? If yes please detail:		
Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? If yes please detail:		
For teaching/principal positions: Do you hold a current practicing certificate from the Teaching Council of Aotearoa New Zealand? Please enter your registration number: _____		

3. Educational Qualifications

Institution	Location	Qualification Gained
MoE number		

(Please attach verification of qualification/s)

4. Employment History

<u>Employer's Name</u>	<u>Start date</u>	<u>End date</u>	<u>Position held</u>	<u>Reason for leaving</u>

5. Referees - Please provide the names of up to 3 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/most previous employer in the table below. Please ensure your selected referees are able to attest to your professional competencies.

Referee 1	
Full name	
Best phone number	
Email	
Relationship to applicant	
Years known to applicant	
Referee 2	
Full name	
Best phone number	
Email	
Relationship to applicant	
Years known to applicant	
Referee 3	
Full name	

Best phone number	
Email	
Relationship to applicant	
Years known to applicant	

6. Declaration

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.

7. Signature and Date

Date: _____

Checklist: Supporting documents for this application:

- | | |
|--|--------------------------|
| 1. Application Form - fully completed and signed | ☐ |
| 2. Cover letter | ☐ |
| 3. Curriculum Vitae | ☐ |
| 4. Proof of qualification/s | ☐ |
| 5. Other (please specify) | |

Timeline for Application:

Job Advertised Ed Gazette: Monday 12 October

Applications Close: Monday 26 October @ 3pm

Interviews: Week of 2 November

Referee Checks: Week of 2 November

Position Commences: Term 1 2027