



## APPLICATION FOR APPOINTMENT

### 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. If successful in your application you will be required to provide original certificates as proof of qualifications.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Successful applicants will be asked to give consent to a Police Vet. It is a requirement in the Education Sector for all employees to be vetted.
6. 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 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 preventive 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.

Under the *Vulnerable Children Act 2014*, **core workers** in schools will not be covered by the Clean Slate. All serious sexual or violent offenses against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

7. 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. If you have any queries, please contact the person cited in the advertisement.



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

Please Tick

Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Male  Female

Surname/Family Name	First Names (in full)

Full Postal Address

Contact Telephone Numbers		
Home:	Work:	Mobile:

Email Address

Educational Qualifications	Year
Please state your last secondary level qualification	
Please state your tertiary level qualification/s	
Please state any other qualifications that relate to the position	

Please Complete		
Have you ever had a criminal conviction? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Have you ever been the subject of any concerns involving student safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		
Do you have any illness, injury, condition or health problem that may affect your ability to perform?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		

Teacher Registration (if applicable)	
Number:	Expiry Date:

Employment History			
Please outline most recent employment history, beginning with current or latest employment			
Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees			
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 most recent work performance.			
Name	Contact Details (organisation and address)	Phone Numbers	Relationship (e.g. employer, principal)

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"/>
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 matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Proof of Identity and right to work check: Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).

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:

***NB: if completing this electronically a hard copy (signed) must be provided***