



APPLICATION FOR EMPLOYMENT FORM

CONFIDENTIAL

TO BE COMPLETED BY THE APPLICANT

Purpose: The content of this Application Form is collected and only used as part of Wesley College's recruitment processes. Its purpose is to support Wesley College in assessing an applicant's suitability for employment at Wesley College. Failure to supply the information requested would prejudice the College's ability to fairly and thoroughly assess an applicant's suitability for employment at Wesley College.

Upon completion of recruitment processes, this information will be held by Wesley College's Human Resource (HR) Lead. If successful, this Application Form will become part of the then employee's employment records, filed in the HR department located at Wesley College.

Application Forms from unsuccessful applicants are securely destroyed within 6 months from the last day of the recruitment process. The only exception is when an applicant has provided the College with written consent to retain their recruitment information on file (which includes their Application Form) should an alternative suitable employment opportunity arise.

The completion of this form does not indicate that there is any obligation on Wesley College to employ the Applicant.

CHILD SAFEGUARDING AND PROTECTION

Wesley College is fully committed to child safety and has worked hard to embed child safeguarding and protection best practices throughout the College's physical and online environments, services and policies and procedures, including our recruitment, selection and onboarding processes.

Being a school, all roles within Wesley College require upholding our safeguarding culture and compliance with our child safeguarding and protection requirements as all workforce personnel are in a position of trust. The College has zero tolerance for abuse and neglect. All applicants must understand that any conduct or behaviour breaching our Code of Conduct and child safety expectations (during or outside of working hours) will not be tolerated. Proven allegations of breaches of the College's child safety requirements may result in termination of engagement and any breaches of the law will be reported to law enforcement authorities.

SECTION 1. VACANCY DETAILS:

For Office Completion Only	Position Reference:	
For Office Completion Only	Position Title:	
Where did you see this job advertised?	Education Gazette Seek Trademe Wesley College Website Wesley College Social Media Word of Mouth Other:	
REFERRAL: Were you referred to this role by an existing Wesley College employee, volunteer or contractor?	Yes	No
If Yes, please provide their name:		

If your application results in Wesley College inviting you to an interview, would you wish to bring a support person to the interview?	Yes	No
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SECTION 2. PERSONAL INFORMATION:						
Title:	Mr.	Ms.	Mrs.	Miss.	Dr.	Other:
Family Name:				Given Names:		
Are you known by any other name(s)?						
When signing this application form, you are confirming that you have disclosed all the names you have worked or presented yourself under and that outside of the names stated above, you have not changed your name or used any other identities.						
Date of Birth:			<i>Date of Birth is requested for assistance with Police Checks, KiwiSaver eligibility, Minimum wage and if applicable, roles with minimum age requirements.</i>			
Email:						
Mobile Phone:		Home Phone:			Other Phone:	
Physical Address (include postcode):						
What are your interests / hobbies / sports / clubs / or community activities? Please detail:						

SECTION 3. LEGAL WORK STATUS:		
Are you legally entitled to work in New Zealand?	Yes	No
If yes, as: (please check the appropriate box) A New Zealand Citizen A Permanent Resident A holder of a current NZ work permit - Work Permit Number:		

Holders of a work permit/visa with duration less than 12 months will be required to provide a police certificate from their country of origin.

For Permanent Residents and holders of current NZ Work Permits, these are required to be sighted and a copy of your original Permit/Residency documentation made.

For New Zealand Citizens, we are required to sign and take a copy of your original Passport or Birth Certificate.

Are you a Citizen of any country other than New Zealand? Yes: ☐ No: ☐

If yes, please state which Country:

SECTION 4. EDUCATION AND QUALIFICATIONS		
Highest Tertiary Qualification Achieved:		
Name of Tertiary Institution Attended:		
Highest Secondary School Qualification: (Bursary, Sixth Form Cert, School Cert, NCEA L1, 2 or 3)		
Name of Secondary School Attended:		
Note: You may be asked to produce original or certified copies of all qualifications relevant for the position applied for.		
QUALIFICATIONS:		
Do you have any other qualifications / certificates / licenses / or have you attended any other courses relevant to the position applied for? (Please give details)		
Please describe the skills you hold which are relevant to the position applied for:		
PROFESSIONAL REGISTRATION:		
Please specify any professional registrations held, e.g., Teaching, Social Work, etc.?		
If yes, please detail the status of your registrations, e.g., full, provisional, limited, subject to confirmation, etc.		
What is your registration expiry date?		
SECTION 5. EMPLOYMENT HISTORY:		
Have you ever been employed by Wesley College? If Yes, please detail:	Yes	No
Do you have a spouse/partner or relative working at Wesley College?	Yes	No
If yes, what is their name and what is their position/which department do they work in?		
If your application is successful, when could you commence employment?		
Are you prepared to work shifts if required to do so?	Yes	No
Are you available to work weekends if required to do so?	Yes	No
PRIVACY ACT CONSENT If unsuccessful in this recruitment opportunity, do you consent to Wesley College retaining this Application Form along with your other recruitment	Yes	No

information for the purpose of considering your suitability for any other position which may arise with Wesley College in the future?		
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NEXT MOST RECENT EMPLOYER	
Date Started:	Date Finished:
Company:	Address:
Position Title:	
Main Duties:	
Number of Hours worked each week:	Length of Service:
Reason for leaving:	
If there is a gap between this period of employment and the next, please detail the reason:	

SECTION 6. DRIVERS LICENSE INFORMATION:		
Do you have a current Drivers License?	Yes	No
If Yes, what class?	Class:	
Driver's License Number:	Version:	
Do you have any demerit points or endorsements?	Yes	No
Do you have any charges pending?	Yes	No
If Yes, please detail:		
Anyone required to drive a College vehicle may be subject to a Drivers License Check via NZTA.		

SECTION 7. MEDICAL STATUS:		
Do you have any physical or mental health conditions or injuries that may require assistance from Wesley College in order for you to be able to perform the functions and tasks of the position you have applied for?	Yes	No
If Yes, please detail:		
If taking any medication, are there any risks or possible side effects that may impact on your ability to perform the position applied for and its functions and tasks in a safe and effective manner?	Yes	No
If Yes, please detail:		

SECTION 8. SAFER RECRUITMENT:		
POLICE RECORD CHECK Prior to an offer of employment, you will be asked to complete a New Zealand Police Vetting Request and Consent Form. Any offer of employment is subject to a satisfactory police record check. Please note all roles recognised by the Children's Act 2014 as a Core Children's Worker are exempt from the Criminal Records (Clean Slate) Act 2004. However, a conviction history does not automatically disqualify an applicant from employment at Wesley College. Any check returning questionable data is assess as part of our child safeguarding processes. If the information returned details an offence as per <u>Schedule 2 Specified Offences of the Children's Act 2014</u> the applicant must, as per the Children's Act, hold a Ministry exemption in order to be considered. Any returned Police Checks that hold an offence(s) not meeting exemption requirements but that does contain other information questioning an applicant's suitability is assessed under our Recruitment Risk Assessment Procedures. Any offers of employment may be rescinded or present employment terminated should any initial or renewal Police Check be deemed unsatisfactory or if the applicant has provided fraudulent information or failed to declare relevant details, an offer of employment will not be made or may be rescinded.		
I understand in accordance with legislation (such as the Education and Training Act 2020 and Children's Act 2014) and Wesley College's safer recruitment processes, this role requires Police Vetting and I may be asked to complete a New Zealand Police Vetting Form and Consent Form.	Yes	No

I understand, if I am an overseas applicant and/or have been in New Zealand for 12 months or less, Wesley College will also request a police check from my country of origin.	Yes	No
If successful, I understand Police Vetting is required to be renewed every 2-3 years from my commencement date, my last renewal date or at any other stage as identified by Wesley College.	Yes	No

SECTION 8. CHILD SAFE, SAFER RECRUITMENT CONTINUED:		
This position has been identified by Wesley College as a Core Children's Worker role.		
I understand that being a Core Children's Worker position, as per the requirements of the Children's Act 2014 my Police Vetting would be exempt from the Criminal Records (Clean Slate) Act 2004.	Yes	No
A. For core-worker positions requiring contact with students, do you have any criminal convictions?	Yes	No
B. Have you been the subject of a Diversion ordered by the Courts?	Yes	No
C. Are you aware of any pending investigations that may result in charges, or currently under investigation that may result in charges, or awaiting the hearing of charges in a Civil or Criminal Court of Law?	Yes	No
D. Have you ever been subject to any form of investigation or diversion by Oranga Tamariki or a similar service?	Yes	No
E. Have you been the subject of any safeguarding, or disciplinary investigation, and/or sanction by any organisation or establishment (including previous employers or community organisations) due to concerns that could be relevant to child safety?	Yes	No
F. Have you ever been refused professional registration or classification or similar or had any registration cancelled by any authority body or similar in New Zealand or any other country?	Yes	No
If you have answered Yes to any A-G questions, please provide further details:		

SECTION 7. REFEREES:			
Please provide the names of two referees you authorise Wesley College to contact. Please ensure at least one referee is from a Manager of your current or most recent employer. In accordance with our Recruitment, Selection, and Onboarding Policy the College is unable to accept references from members of the applicant's immediate or extended family, close friends or those who have been romantically connected to an applicant. Please note that Wesley College will only contact identified referees after the interview processes are complete and for preferred candidates only.			
Name:	Contact Number:	Job Title:	Relationship to You:

In accordance with the Privacy Act 2020, do you consent to Wesley College contacting and obtaining information from any of the following for the purposes of reference checking.		
Referees detailed above	Yes	No
Current employer	Yes	No

Academic institutions or professional registration bodies highlighted in this application information.	Yes	No
Please also complete the separate "Release of Information Form" on the last page, so it can be sent through to a nominated referee should they require your authorisation to release information.		

SECTION 12. CONFIRMATION OF DECLARATION

All information provided will be treated fairly and in confidence, in accordance with the Privacy Act 2020 and all other applicable employment and child safety laws. All stages of Wesley College's Safer Recruitment processes must be complete before any engagement or employment can commence.

..... (Insert full name)

Are you aware of anything that maybe considered a conflict of interest in working for the Wesley College?	Yes	No
Do you agree to Wesley College processing the information provided within this Application Form as part of our recruitment processes?	Yes	No
Do you understand that any offer of employment from Wesley College is subject to a satisfactory safer recruitment process which includes a satisfactory police check and satisfactory references; and any offer of employment may be withdrawn if police check results or references are deemed unsatisfactory, or if you/the applicant have provided fraudulent information, or you/the applicant have failed to declare relevant information that subsequently comes to the attention of Wesley College.	Yes	No
I understand that if any false or misleading information is given, or any material fact suppressed, may negatively impact on any potential employment offer or status with Wesley College	Yes	No
I understand that if I am the preferred applicant, in addition the checks already highlighted, depending on the position applied for, Wesley College may require consent for further background checks. These may include but are not exclusive to: credit check, fraud check, bankruptcy check, occupational registration verification, license verification and occupational membership verification.	Yes	No
I have provided Wesley College with all relevant information and to the best of my knowledge, the information provided within this application form and any accompanying data is current and accurate.	Yes	No
My signature confirms that I have disclosed all the names I have worked or presented myself under and outside of these identified names, I have not changed my name or used any other identities.	Yes	No

Signed: **Date:**/...../.....

Applicants invited to an interview will be requested and guided by Wesley College recruiting staff to bring evidence verifying:

- Your right to live and work in New Zealand (e.g. a New Zealand Passport, a New Zealand Visa, Birth Certificate)
- Identity documentation (e.g., a New Zealand Driver's License)

- If applicable for the position, evidence of required qualifications or professional registrations (original or certified documentation, e.g., certificates, etc.).

For unsuccessful Applicants, Wesley College will securely destroy this form along with all other recruitment data within 6 months from the last day of the recruitment process. Unless your application notes consent for Wesley College to retain on file this Application form and any other personal information submitted or attained as part this recruitment process should another suitable employment opportunity arise.

RELEASE OF INFORMATION FORM

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I (full name) consent to a representative from Wesley College doing an appropriate background check on a confidential basis about me (including from representatives of my previous employers and/or referees) and authorise the information sought to be released by them to Wesley College for the purposes of ascertaining my suitability for the position which I am applying. I understand that the information received by Wesley College is supplied in confidence as evaluative material and may not be disclosed to me.

I also consent to Wesley College using the information contained in my Application Form and any documents I provide as evidence of my identity and work entitlement for the purpose of confirming work entitlement and identity.

Signature:.....

Date:

Note: This release form is on a separate page from the Application Form so that it can be sent to a previous employer/referee should they require it.