

Application Form and Summary Declaration



IMPORTANT NOTES FOR APPLICANTS

please include this page and all following pages in the application you send

Thank you for applying for a position with our school.

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. 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.
7. 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.

If you have any queries, please contact the Principal: principal@waltham.school.nz

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



Waltham Primary School Te Kura o Tūpuni

Application Form and Summary Declaration

Position Applied for:
Name:
Address:
Contact Telephone Number:
Email address:
Current School:
Current Position - Role:
Current Position - Year Level:
Professional Qualifications:
NZ Teacher Registration #:
NZ Teacher Practising Certificate Status: <i>(circle the one that applies)</i> <input type="checkbox"/> Tiwhikete Whakaakoranga Tōmua Provisional Practising Certificate <input type="checkbox"/> Tiwhikete Whakaakoranga Tūturu Full Practising Certificate Category One <input type="checkbox"/> Tiwhikete Whakaakoranga Pūmau Full Practising Certificate (Category Two) <i>(previously 'Subject to Confirmation')</i> <input type="checkbox"/> Returning to Teaching in Aotearoa New Zealand Practising Certificate
NZ Teacher Practising Certificate Expiry Date:

Referees

Please provide the names of three people who could act as referees for you. At least two of these should be able to attest to your work performance and it would be **preferable if one was also your current principal**. If you have included written references from people other than those recorded below, please note that we may also contact the writers of these references.

Name	Telephone (mobile and work)	Relationship (e.g. Principal, DP, etc)	School

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Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? <u>If Yes, please note that we may contact these persons.</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please tick the appropriate boxes:

- Are you a New Zealand citizen? Yes No
- If not, do you have resident status, or Yes No
- A current work permit? Yes No
- Have you ever had a criminal conviction? Yes No

(convictions that fall under the clean state scheme do not have to be disclosed)

If "Yes" please detail

Have you ever received a police diversion for an offence? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please state the nature of the conviction/case pending:
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In addition to other information provided, are there any other factors that we should know about to assess your suitability for appointment and ability to do the job? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please elaborate:

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? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please elaborate:

If you have any disability or medical condition for which you would need support to effectively carry out the roles detailed in the Position Description, please give details of the support needed here:

"I solemnly declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified. I agree with the appointments committee making verbal or written inquiries with the referees provided and, if appropriate, with my previous employer (s)."

Name (printed): _____

Signature: _____

Date: _____