



Fairhaven School
Whānau ako – learning together

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position at 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** containing any additional information.
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 let us know if this is your intention.
5. Failure to fully complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applicants for non-teaching positions will be asked to give consent to a police vet. Teaching staff are vetted through the registration process. It is a requirement in the Education Sector for all employees to be vetted.
7. (a) 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's Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offence 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 offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time ① **and**
 - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014 **and**
 - You have paid any fines or costs

Please 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. Current Passport) and a secondary identity document (e.g. NZ driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2014.
9. This application form and supporting documents will be held by the Board. 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.

① **Custodial sentence** means a sentence of imprisonment and includes, collective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training, and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes but is not limited to a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

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

APPLICATION FOR APPOINTMENT

Position applied for	Deputy Principal
Surname / Family Name	
First name(s)	
Are you known by any other names/s?	
Full postal address	
Email address	
Telephone	Home: Cell:

Educational Qualifications

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

Employment History

Please outline your 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 3 people who could act as referees for you. At least 1 of these should be able to attest to your teaching aide competency. 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	Contact Details (organisation and address)	Telephone	Relationship (e.g. employer)

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 No

I authorise the Board, or nominated representative, permission to access any information held by any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for the appointment to the position. Yes No

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

If "Yes" please detail:

(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)

Have you ever received a police diversion for an offence? Yes No

If "Yes" please detail:

Have you ever been discharged without conviction for an offence? Yes No

If "Yes" please detail:

Do you have a current driver's licence? Yes No

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes No

If "Yes" please detail:

Have you been the subject of any concerns involving student safety? Yes No

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending? Yes No

If "Yes" please state the nature of the conviction / cases pending:

In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job? Yes No

If "Yes" please elaborate:

Have you had any injury or medical condition caused by gradual process, disease, or infection, such as occupational overuse syndrome, repetitive strain injuries, or stress, which the tasks of this job may aggravate or contribute to? Yes No

If "Yes", please detail:

Skills and experience related to the position

The position you have applied for requires specific knowledge, skills, attributes, and personal characteristics. **Even though you are attaching a C.V.**, please outline below how your strengths and abilities will contribute to a successful learning environment.

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:

Note: Please complete this application electronically. A signed hard copy can be provided at interview.