



Palmerston North Girls' High School

Applicant's Declaration

IMPORTANT NOTES FOR APPLICANTS

Please complete all sections of this declaration form.

Please ensure you have obtained information about the position from the Principal's Secretary, principal@pnghs.school.nz

Enclose a verified copy of qualification certificates.

In the event of any information contained in your application being later found to be false, this may result in any offer of employment being withdrawn or appointment being terminated.

All teachers are required to hold a current Teacher Registration from the Education Council of New Zealand. All other employees are required to obtain a police check.

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.

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.

Position applied for	Location
	Palmerston North Girls' High School

Surname/Family Name	First Names (in full)	Salutation

Full Postal Address

Contact Telephone Number	
Home Phone No.:	Email:
Mobile No.:	

Please tick the appropriate boxes			
Are you a New Zealand citizen?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
A current work permit?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<i>(convictions tht fall under the clean slate scheme do not have to be disclosed)</i>			
If "Yes" please detail:			

NZ Teacher's Registration number	_____
Provisional	<input type="checkbox"/>
or Subject to confirmation	<input type="checkbox"/>
or full	<input type="checkbox"/>

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/cases pending:				
In addition to other information provided, are there any other factors (including any notations on the NZ Teachers' Council Register) that we should know 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 detail:				

Qualifications

Please provide certified copies of your qualification certificates with your application.

Certificates, Degrees, Diplomas or other relevant Qualifications	Subjects or Papers passed and levels	Date/Year Completed

Employment

Please outline your most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

I declare all information relating to this application to be accurate and complete to the best of my knowledge.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Signature: _____

Date: _____