



# Application for Employment

Application for the position of:

## Section A. Personal Information

First Name/s:

Surname:

Mr      Mrs      Ms      Miss      *(Please circle)*

Address:

Post code:

Home phone:

Cellphone:

Contact email address:

Date of Birth:

Next of kin name:

Relationship:

Contact phone:

Cellphone:

## Declaring Relevant Relationships

Are you related to any Edgewater College employee or Board Member?

Yes / No

If yes, please provide information

## Section B. Educational Qualifications

Certificate:    TTC / Dip Tchg / H Dip Tchg

Special:

Date of expiry of Teaching Certification:

Teacher Registration No:

Expiry:

*Degrees / Diplomas:*

Year:

Year:

*Other Qualifications:*

Year:

Year:

### Section C. Current Employment

Position:	
Appointed (year):	
School:	
For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?	Yes / No

### Section D. Health

Do you have any know condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?	Yes / No
If YES, please specify:	
This school has a no smoking policy – are you prepared to abide by this?	Yes / No

### Section E. Convictions against the Law

Have you ever been convicted of any criminal offence (other than a minor traffic offence)? Yes / No

If YES, please list criminal convictions, except in those cases where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004. (See Page 4)

Are you currently awaiting the hearing of any charges?	Yes / No

**The Board reserves the right to contact authorities to verify any claim made.**

### Section F. Referees

Please provide names, email address and contact phone numbers of three referees, one of whom is a current or previous employing BOT member and/or Principal.

1. Name:			
Email Address:			
Contact phone:		Cellphone:	
Capacity in which you have known this person:			

2. Name:			
Email Address:			
Contact phone:		Cellphone:	
Capacity in which you have known this person:			

3. Name:			
Email Address:			

Contact phone:		Cellphone:	
Capacity in which you have known this person:			

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Signature:	
Date:	

### Co-curricular Activities

A commitment to the co-curricular life of the school is expected of successful applicants. Please indicate what commitment you would make to sport or cultural activities.

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## Criminal Records (Clean Slate) Act 2004

This legislation was enacted in May 2004. The act introduces a clean slate scheme. An individual is legally deemed to have no criminal record and s/he need not disclose convictions if the following criteria are satisfied:

1. S/he has not committed any offence within 7 (consecutive) years of being sentenced for the offence and
  2. S/he did not serve a custodial sentence for the offence (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  3. The offence was not a specified offence (specified offences are in the main sexual in nature) and
  4. S/he has paid any fine or costs
- Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences.

### Examples:

1. Person A was convicted of an assault 10 years ago and received a community-based sentence. S/he has not committed any offence since. Person A is eligible under the scheme
2. Person B was convicted of theft 3 years ago and received a fine which was paid. S/he is not eligible under the scheme as 7 years have not lapsed since the date of conviction.

### Effect of Law

The effect is that a person who fulfils all of the above criteria can state that s/he has no criminal record in response to questions. If a person only fulfils some of the criteria s/he is not eligible.

**Police vetting:** Printouts from the police computer (LES formerly the Wanganui Computer) will not reveal a person's criminal record if the criteria are fulfilled.

### Vulnerable Children Act 2014

As per the requirements of the Vulnerable Children Act 2014, the following questions could be asked of your referee to determine your suitability for working with students/children.

More information can be found here:

<http://childrensactionplan.govt.nz/childrens-workforce/safety-checking-and-the-workforce-restriction>

1. Do you trust the candidate and if not, why not?
2. Have you ever had reason to suspect the candidate's honesty?
3. Has the candidate ever mislead you
4. Has the candidate ever been disciplined for misleading or fraudulent conduct?
5. How would you describe the way the candidate acts around children?
6. Was the candidate ever subject to formal disciplinary actions or complaints regarding their behaviour towards children?
7. Do you think the candidate should be unsupervised around children
8. Was the candidate ever subject to formal disciplinary action or complaints regarding their disciplinary techniques?
9. How well do you think the candidate understands children