

TOGETHER



WE GROW

Lake Rerewhakaaitu School
9 Ash Pit Road – RD 3 – Rotorua 3073
Telephone 07 3666 814
Email principal@lakerere.school.nz

Application Form: Important Notes for Applicants

Thank you for applying for the principal's position at our school. Please make sure that you have a copy of the position description before completing this application.

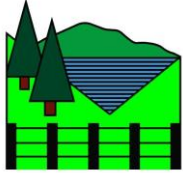
1. Please fully complete this form personally. Answer all questions and make sure you sign and date where indicated.
2. Attach your curriculum vitae (CV) to your application containing any additional information for the selection committee.
3. Copies of your qualification certificates should be attached (or included in your CV.) If you are successful in your application, you will be required to provide the originals as proof.
4. If you are selected for interview, you may bring whanau or 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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. All applicants will be required to give consent to a Police vet.
7. Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in *Schedule Two of the Children's Act 2014*, unless they can obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
8. The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - a. You have not committed any offence within seven consecutive years of being sentenced for the offence
 - b. You did not serve a custodial sentence at any time (see note below)
 - c. The offence was neither a specified offence under the *Clean Slate Act 2004* nor a specified offence under the *Children's Act 2014*
 - d. 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.

9. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver's licence.) A list of acceptable primary and secondary documents is available in the last sections of the *Children's Regulations 2015*.
10. The information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

Note: **Custodial sentence** means a sentence of imprisonment and includes corrective 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.

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Application for the Principal's position at Lake Rerewhakaaitu School

Contact Details

| | |
|---|--|
| Name: | |
| Birth Name (If applicable) | |
| Full Postal Address: | |
| Home Phone: | |
| Mobile: | |
| Work Phone: | |
| Email address: | |
| If you are known by any other name, please provide it below. | |
| | |

Teacher Registration Details

| | |
|-----------------------------|--|
| Registration Number: | |
| Registration Type: | |
| Expiry Date: | |

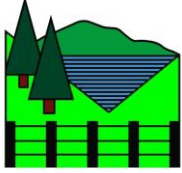
Current Employer

| | |
|----------------------------------|--|
| Name of current employer: | |
| Position held: | |

Employment History

| Period Worked | Employer's Name | Position Held | Reason for Leaving |
|----------------------|------------------------|----------------------|---------------------------|
| | | | |
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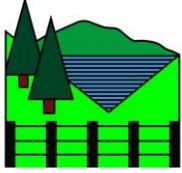
Educational Qualifications

| | Name | Location | Number of years completed | Highest Qualification Gained |
|------------------|------|----------|---------------------------|------------------------------|
| Secondary School | | | | |
| University | | | | |
| Other | | | | |

Identity Verification, Criminal Record and Right to Work

| Please type in "Yes" or "No" | Yes/No |
|--|--------|
| Immigration information: Are you a New Zealand citizen? If not, do you have resident status or A current work permit | |
| Have you ever had a criminal conviction? If "Yes" please detail in the box below. <small>(Please note that a board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule Two of the Children's Act 2014. The Clean Slate Act does not apply to Schedule Two offences.)</small> | |
| Have you ever received police diversion for an offence? If "Yes" please detail in the box below. | |
| Do you have a current New Zealand driver's licence? | |
| Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment? If "Yes" please detail in the box below. | |
| Are you awaiting sentencing, or do you have charges pending? If "Yes" please detail in the box below. | |

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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 your ability to do the job? If “Yes” please detail in the box below. | |
| | |
| Have you ever been the subject of any concerns involving child safety? If “Yes” please detail in the box below. | |
| | |
| Are you aware of any injury of medical condition that could impact on your ability to perform this job effectively? If “Yes” please detail in the box below. | |
| | |
| Do you have (or have you had) any matters pending with the New Zealand Teachers’ Council. If “Yes” please detail in the box below. | |
| | |
| Do you give the board, or nominated representative, permission to approach persons other than the nominated referees to gather information related to the suitability for appointment to the position? | |

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.

Signed:

Date:

Note: If completing this electronically, a hard copy (signed) must be provided should you be shortlisted for this position.