



## APPLICATION FOR EMPLOYMENT – MANAGERIAL ROLES

### Application Information and Guidelines

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Congratulations on taking the first steps towards a potential career with Discoveries Educare. The information collected in this form is to assist us with understanding important job-related information.

1. Please complete all sections of the Application for Employment form and it must be filled by the person applying for the job
2. Your Application for Employment form and any other information you provide in support of your application will be treated as confidential
3. If your application is successful, this information will form part of the Discoveries Educare Employment Records and the information contained in this form will be used for work related purposes.
4. Note that Discoveries Educare normally use an e-mail address as a default contact method, so please ensure that the details provided in your application are correct.
5. The completion of this form does not indicate that there is any obligation on the part of the company to engage the applicant.
6. Discoveries Educare may retain the information contained in this application form you're your permission for the purposes of considering your suitability for any other position which may arise with this Company

### Vacancy Information

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Position Applied for: \_\_\_\_\_ Location: \_\_\_\_\_

Date of Application: \_\_\_\_\_

How did you hear about this vacancy: \_\_\_\_\_

We have multiple centres across Auckland, would you be prepared to travel to other locations: (tick)

- |  |                                     |
|--|-------------------------------------|
| <input type="radio"/> Albany           | <input type="radio"/> New Lynn      |
| <input type="radio"/> Henderson        | <input type="radio"/> New Market    |
| <input type="radio"/> Highland Park    | <input type="radio"/> Papakura      |
| <input type="radio"/> Kelston          | <input type="radio"/> Papatoetoe    |
| <input type="radio"/> Mangere          | <input type="radio"/> Te Atatu      |
| <input type="radio"/> Mount Wellington | <input type="radio"/> Wairau Valley |

Have you ever been employed by Discoveries Educare in the Past  Yes  No

If you have answered yes to the previous question please provide details including dates, and reason for leaving:

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If your application is successful when could you commence employment? \_\_\_\_\_

### Personal Information

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Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Are you known by any other name? Please state: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Home phone no: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Right to Work in New Zealand

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Are you a New Zealand Citizen  Yes- Go to next section

No -Go to next question

Do you have a permanent residency?  Yes

No -Go to next question

What is your Country of Citizenship? \_\_\_\_\_

Visa Type: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

### Registration

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Do you have NZ Teacher registration?  Yes  No

If yes, please provide your registration number: \_\_\_\_\_

Type:  Full  Provisional Expiry: \_\_\_\_\_

The education sector your registration is for? ECE / Primary / Secondary/Other

Are there any conditions (either previous or current) placed upon you by the education council?

Yes  No

If yes give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Qualification

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Provide full details of the qualifications you hold that are relevant to the position applied for.

ECE Qualification's	Year completed	Training provider	Location

Do you hold a current first aid certificate? Yes / No Expiry \_\_\_\_\_

Do you have a current driver's license? Yes/No

If yes, what class? \_\_\_\_\_ License number: \_\_\_\_\_

## Employment History

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Please ensure a minimum **5 years of employment/occupation history** is listed. If at any stage you were unemployed during this time then please mention the details:

Start date	Finish date	Employer	Location	Position held	Reason for leaving

## Referees

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Give names and contact details of at least two referees. (Former Employer/Manager/Colleague)

Please note, this cannot be a friend or someone who has known for you for less than 6 months.

Name	Position	Organization	Phone number

### **Criminal Conviction.**

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Have you ever been convicted of a criminal offence or do you know of any reason why the police might consider you a risk to children or as an employee?

Yes     No

Have you been the subject of a Diversion ordered by the Courts?

Yes     No

Are you awaiting the hearing of charge in a civil or criminal court of law?

Yes     No

Has any previous employer taken disciplinary action regarding you?

Yes     No

If you have answered yes to the previous question, please provide details

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### **Health & Safety**

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*The purpose of gathering the following information is to enable Discoveries Educare to determine whether you have any medical condition, injury, or impairment which may affect your ability to perform the required work. It will also identify any areas where there could be a health and safety risk to yourself or others relating to a condition, previous injury, or impairment.*

Have you ever been treated or hospitalized for a mental illness or injury or condition that would have affected your ability to carry out fully the functions and responsibilities of the position applied for?

Yes     No

Have you had any condition, problems, injury, illness, disability or condition that would have affected your ability in the past or may affect your ability to carry out fully the functions and responsibilities of the position applied for?

Yes     No

Are you on any medication or under medical treatment or regularly ingest any substances that may affect your ability to carry out fully the functions & responsibilities of the position applied for?

Yes     No

Have you ever suffered from a back injury?

Yes     No

Have you ever suffered from any injury requiring time off work?

Yes     No

Have you ever claimed accident compensation? (ACC)

Yes     No

***Do you have any physical or other conditions that would make it difficult for you to:***

Hear a child cry from 6 metres away?                       Yes     No

Sit on the floor without support?                               Yes     No

Move very quickly?     Yes     No

Be on your feet for several hours?                             Yes     No

See a child clearly from 6 metres away?                    Yes     No

Pick up a child?     Yes     No

Pick up toys and equipment from the floor?               Yes     No

If you answered yes to any of the above questions in this Health section, please provide full details here:

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**General Information**

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What transport arrangement do you have to attend your place of employment?

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Do you smoke?

Yes     No

Do you belong to any union?

Yes     No

## Application Questionnaire

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1. What was your role and duties with your most recent employer?

2. What is your understanding of the role you have applied for?

3. What do you feel will be the greatest challenge for you in this role?

4. What is your understanding of primary caregiving / key teaching?

5. In what ways do you empower children to participate / take ownership of their own learning?

6. Why it is important for you as a leader to monitor / support other teachers?

7. In what ways do you value parent relationship?

8. Have you ever been convicted of an offence? If yes, please provide full details and outcome.

9. Have you ever had formal disciplinary actions or complaints against you during employment?

10. How do you feel being left alone in a room with children, and why?

11. In what areas would you like to develop your skills?

12. Would you like to share your interests, hobbies?



## DECLARATION

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I acknowledge that I have read all the instruction information and guidelines.

I understand that the information I have supplied on this application form is to assess my suitability for employment with Discoveries Educare.

If shortlisted, I authorize Discoveries Educare to contact the aforementioned referees to obtain information about me in the form of personal and employment related references. I understand that I will not be provided with any evaluative information given to Discoveries Educare by the listed referees.

I understand that I could be requested to provide consent to pre-employment Health Checks and/or a Drug & Alcohol test as part of the assessment process. I understand that the results of these pre-employment checks may result in Discoveries Educare discontinuing with the selection process.

As part of this application, I understand and agree that a CV accuracy check, qualification check and criminal record check will be completed.

I acknowledge that I have read, understood, and agree to the above conditions.

I declare that to the best of my knowledge, the answers to the questions in this application are true and correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed without notice.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_