



Kindercare
LEARNING CENTRES

APPLICATION for EMPLOYMENT

The information is used for assessing your suitability for employment. If you are successful it will become part of Kindercare's confidential files and may be accessed by you by asking our Support Office. If unsuccessful the form will be destroyed unless you indicate that you would like us to retain a copy.

Position Details			
Position Applied for		Location	
Personal Details			
Surname	Given Names	Preferred/Previous Name	
Current Address			
Home Ph		Mobile	
Ethnicity (optional for EEO Statistics)		Email	
In the event that we may need to contact someone for you in an emergency, please provide the following details:			
Emergency Contact Person		Home Ph	
Relationship		Work / Mob	
Other Details			
1. Can we contact you at work? Yes / No If Yes, Work Ph			
2. How did you find out about this vacancy?			
3. Have you ever worked for Kindercare, Living & Learning or NZTC before? Yes / No If Yes, when and where?			
4. Have you interviewed with Kindercare for other roles? If yes, what role/centre and when?			
5. Are you currently registered with a recruitment agency? Yes / No If yes, which Agency?			
6. Have they referred you to Kindercare for any role? Yes / No If yes, what role and when?			
7. Do you know anyone that is currently working for Kindercare?			
8. If your application is successful, when are you able to commence work?			
9. Are you legally entitled to work in New Zealand? Yes / No (Please supply certified copy of permit or residency)			
10. Are you 17 years of age or older? (Legal requirement) Yes / No Date of Birth ____/____/____			
11. As part of the Children's Act 2014, Kindercare are required to police vet all potential employees. Have you ever been the subject of diversion by the police, had any criminal charges, pending charges or convictions of any nature laid against you? Yes / No (if yes, please explain)			
12. Have you ever been the subject of a Protection Order or prohibitive Family Court order involving care and contact or violence issues involving children or been investigated and sanctioned by CYF for any child care issue? Yes / No (if yes, please explain)			
13. Have you ever been; the subject of a performance management plan or disciplinary action; dismissed from a previous employer or the subject of a Teachers' Council or Educational Council NZ notification? Yes / No (if yes, please explain)			
14. Have you undertaken any child protection training? Yes / No If yes, with whom?			
15. Do you have a current, full NZ Drivers Licence? Yes / No If Yes, would you transport children in a Kindercare van? Yes/No			
16. Do you have a current First Aid Certificate? Yes / No			Expiry Date
17. Are you a registered teacher?		Yes / No Registration No	Expiry Date

18. If you are applying for registration, is this subject to an NZQA assessment or IELTS? *(if yes, please explain)*

19. Registration Type (please circle) *Full / Provisional / Subject to Confirmation (if STC, please explain)*

20. Have any reports, notes or annotations ever been made against your Teacher Registration on the Teaching Council NZ Register? **Yes / No** *(if yes, please explain)*

21. Have you held full registration for longer than 2 years? **Yes / No**

22. If you speak a language other than English please specify

Special Talents or Skills

Leadership Experience

Qualifications and Skills

Qualification	Institution	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience

Please describe your work experience, including any volunteer work, covering a minimum of 5 years starting from the most recent

Organisation _____ Address _____
Position Held _____ Start Date ____/____/____ End Date ____/____/____
Main Duties _____
Reason for Leaving _____

Organisation _____ Address _____
Position Held _____ Start Date ____/____/____ End Date ____/____/____
Main Duties _____
Reason for Leaving _____

Organisation _____ Address _____
Position Held _____ Start Date ____/____/____ End Date ____/____/____
Main Duties _____
Reason for Leaving _____

Medical

1. Have you made any previous ACC claims? **Yes / No** *(if yes, please explain)*

2. Do you have any medical condition, illness or past injury which would affect your ability to carry out the full range of the tasks required for the position you have applied for? **Yes / No** *(if yes, please explain)*

3. A position in one of our centre's does require a reasonable level of fitness to cope with the physical demands of the job. This includes you being able to at times lift and carry children up to 5 years of age, frequent sitting and getting up to move freely around including to quickly attend occasional emergency situations. Can you please affirm that you have no physical impairment or health condition that would impact upon your ability to fulfil these requirements?
Yes / No

Referees

Please provide the names of three referees, not related to you, who can support your application and can comment on your recent achievements and abilities. At least one of these should be able to attest to your work performance in your current or most recent role. (We prefer that this includes a current or previous employer contact and you accept that such comment is made in confidence). (Referees should always be a Team Leader, Manager or Supervisor. Not a colleague or a personal reference).

	Referee 1	Referee 2	Referee 3
Name			
Position/Relationship			
Company			
Phone Number			
Email			

Declaration

_____ (full name) declare that to the best of my knowledge the information contained in this application form and attached curriculum vitae is correct. I declare that I have not withheld any information that may affect the outcome of this application. I give my authority to contact the referees I have nominated for the purpose of ascertaining my suitability for the position I am applying for. I also consent to Kindercare obtaining my **Police Vetting results** and/or a credit worthiness check from any source at any time prior to or during my employment. I understand that any evaluative information (based on opinion or interpretation of information) will not be disclosed to me in accordance with the Privacy Act 1993. I also accept that any subsequently discovered misleading information, omission or false information provided on this form could lead to me being dismissed from my employment if it is material that would have reasonably impacted upon my employer's decision to employ me.

Signature:**Date:****For office use only**

To ensure that all staff employed by Kindercare meet the safety check requirements specified in the Children's Act 2014, please check and sign off that all documents and checks have been completed.

- Application for employment completed
- Verification of Identity completed
- Teaching Council Register checked (if applicable) <http://www.educationcouncil.org.nz/search-the-register> - ensure currently registered and no annotation noted.
- Reference checks completed (minimum of two within the last 5 years)
- Police vet completed
- Risk Assessment completed (documented on the interview form)

Signature Centre Director:**Date:**