

Application for Employment Marton Junction Community Preschool



<i>Collecting and holding personal information</i>	The information you provide on this application for employment form will be collected and held by Marton Junction Community Preschool.
<i>Purpose</i>	This information is collected for the purpose of assessing your suitability for employment. This may include subsequent changes in employment at [name of employer].
<i>Your access to this information</i>	You have a right of access to personal information (excluding any material of an evaluative nature) and to seek any correction you think necessary to ensure accuracy.
<i>Position</i>	This application is submitted in consideration for employment with [name of employer], initially in the position of [position title].

Note: You should provide complete, accurate information in answer to each question unless otherwise advised, regardless of whether you consider it relevant to the position applied for. Should you fail to fully complete any section(s) of this form, it is likely that your application for employment will not be given further consideration.

Personal details:

Name:

Surname

First name(s)

Address:

Telephone:

Work

Home

Cell phone

Email address:

Education:

Tertiary qualifications: *i.e. university or polytechnic and the year the qualification was attained*

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APPENDIX 3

Early childhood education qualifications:

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Please include the date the qualification was gained (include copy of NZQA assessment of your qualifications and certificate).

Current study:

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Any workshops or in-service study courses attended in the last year:

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Special teaching skills: i.e. music, art, leadership, ICT

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Other qualifications:

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.....

Employment details

Current employment

Position	Service	From	To	Reason for leaving

Employment history

Position	Service	From	To	Reason for leaving

APPENDIX 3

3. Are you aware of any other potential charges the police may be considering laying against you?

Yes [] No []

If yes, please provide brief details:

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Referees:

1.

2.

3.

Provide name, phone number and email contact details for three referees. Referees must be able to comment upon your professional competencies.

Do you agree to inquiries being made as to the accuracy of information contained in this application form or any other matter relating to your suitability for employment, from your:

Present employer: Yes [] No []

Past employer: Yes [] No []

Any other person: Yes [] No []

Do you have the right of permanent residence in New Zealand or a valid work permit?

Yes [] No []

Declaration

I, (full name), declare that, to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed. I also understand that any false information given in the medical portion of this form may result in my loss of entitlement for any compensation from ACC.

Signature:

Date:

Health and safety

- 1. Do you have any condition or injury that might affect your ability to effectively carry out the functions and tasks of this position? If yes, please give details:

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- 2. How much sick leave have you used over the last 12 months of employment?

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- 3. Do you have a current driver licence? If yes, what class?

Yes / No

Class:

- 4. Are you able to work outside of normal business hours? If yes, give details of preferences:

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- 5. If your application is accepted, when could you commence employment?

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- 6. Would you intend to engage in other paid work while employed in this position?

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Criminal convictions:

- 1. Have you ever been convicted of any offence (apart from any minor traffic convictions)?

Note: You are not required to provide information that is eligible to be concealed under the Criminal Records (Clean Slate) Act 2004.

Yes [] No []

If yes, please provide brief details:

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- 2. Are you awaiting the hearing of charges for any offences?

Yes [] No []

If yes, please provide brief details:

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