

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 _____
Comments (If any) _____

Personal Details

Surname _____ Given Names _____ Preferred/**Previous** Name _____
Current Address _____
Home Ph _____ Mobile _____
Ethnicity (optional for EEO Statistics) _____ Email _____
Can we contact you at work? **Yes / No** If Yes, Work Ph _____
How did you find out about this vacancy? _____
Have you ever worked for Kindercare, Living & Learning or NZTC before? **Yes / No** If Yes, when and where? _____
Have you interviewed with Kindercare for other roles? If yes, what role/centre and when? _____
Are you currently registered with a recruitment agency? **Yes / No** If yes, which Agency _____
Have they referred you to Kindercare for any role? **Yes / No** If yes, what role and when _____
Do you know anyone that is currently working for Kindercare? _____
If your application is successful, when are you able to commence work? _____

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 _____
Are you legally entitled to work in New Zealand? **Yes / No** Please supply certified copy of permit or residency
Are you 17 years of age or older? (*Legal requirement*) **Yes / No** Date of Birth ____/____/____
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*) _____

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*) _____

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*) _____

Qualifications & Skills

Qualification	Institution	Dates

Do you have a current, full NZ Drivers Licence? **Yes / No** If Yes, would you transport children in a Kindercare van? **Yes/No**

Do you have a current First Aid Certificate? **Yes / No** Expiry Date _____

Are you a registered teacher? **Yes / No** Registration No _____ Expiry _____

Registration Type (please circle) *Full / Provisional / Subject to Confirmation*

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

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

If you speak a language other than English please specify _____

Note any SPECIAL TALENTS or SKILLS

Note any LEADERSHIP EXPERIENCE

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

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

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) _____

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 (we prefer that this includes a current or previous employer contact and you accept that such comment is made in confidence).

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

Declaration

I _____ (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 _____