



Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) and covering letter containing any additional information.
3. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
5. All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
6. a) In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
 - The offence was not a specified offence (specified offences are in the main sexual in nature) and
 - You have paid any fines or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

b) Under the *Vulnerable Children Act 2014*, **core workers** in schools will not be covered by the Clean Slate.

All serious or violent offences against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offences unless they have an exemption.

This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

APPLICATION FOR EMPLOYMENT

Position applied for:

Tick One

Mr Mrs Ms Miss Other Please state: _____

Or other preferred title:

Surname / Family name	First names (in full)

Are you known by any other name(s)? (If yes please provide below) Yes No

Maiden name (if applicable)

Full postal address

Email address

Contact telephone numbers

Private:

Business:

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Please tick the appropriate boxes:

Proof of identity and right to work check

Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo I D e.g. passport, New Zealand driver licence and the other a record of I D e.g. birth certificate, bank statement, a bill)

Immigration information

Are you a New Zealand citizen? Yes No

If not, do you have resident status, or Yes No

A current work permit Yes No

Have you ever had a criminal conviction? Yes No
(convictions that fall under the clean slate scheme do not have to be disclosed)

If "Yes" please detail

Have you ever received a police diversion for an offence? Yes No

If "Yes" please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes No

If "Yes" please detail:

Are you awaiting sentencing or have charges pending? Yes No

If "Yes" please state the nature of the conviction/cases pending:

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? Yes No

If "Yes" please elaborate:

Have you ever been the subject of any concerns involving student safety? Yes No

If "Yes" please detail:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may aggravate or contribute to? Yes No

If "Yes" please detail:

Do you have a current New Zealand driver's licence? Yes No

If "Yes" please include Licence number:

Educational Qualifications

	Name	Location	Number of years completed	Highest qualification gained
Secondary School				
Private Training Establishment PTE				
Polytechnic				
University				
Other				

Employment History

Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

Period worked (please specify the length of service)	Employer's name	Position held	Reason for leaving

Referees

Please provide the names of three people who could act as referees for you. Referees should be able to attest to your work performance and also be able to comment on your compatibility with the position advertised.

Name	Contact details (organisation email and address)	Phone numbers (both cell and landline numbers)	Relationship

Authority to approach other referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Education Council or Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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.

Signature: _____

Date: _____