



# PT England School

## application for appointment

### IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school.

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) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview and are coming from a distance, we are happy to discuss the interview method or contribution to your cost of travel.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted 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.
7. 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 fine 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.

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.**

# APPLICATION FOR APPOINTMENT

<b>Position applied for:</b>	<b>Location:</b>	<b>Vacancy/Reference No:</b>

Please circle: **Mr**  
**Mrs**  
**Miss**  
**Ms or preferred title:**

<b>Surname/Family Name:</b>	<b>First Names (in full):</b>

**Full postal address:**

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**Contact telephone number:**

<b>Private</b>	
<b>Business</b>	

Please circle **YES** or **NO**:

Are you a New Zealand citizen? **YES Or NO**

If not, do you have resident status, or **YES Or NO**

A current work permit? **YES Or NO**

Have you ever had a criminal conviction\* **YES Or NO**

(\*convictions that fall under the clean slate scheme do not have to be disclosed)

If **YES** please detail:

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Have you ever received a police diversion for an offence?

**YES or 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 or NO**

If **YES** please detail:

Are you awaiting sentencing/currently have charges pending?

**YES or NO**

If **YES** please state the nature of the conviction/cases pending:

Have you been the subject of any concerns involving safety?

**YES or NO**

If **YES** please detail:

In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job?

**YES or NO**

If **YES** please elaborate:

Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupation overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?

**YES or NO**

If **YES** please detail:

Do you have a current New Zealand driver's licence?

**YES or NO**

**Educational Qualifications:**

Please state your last secondary level qualification:

Please state your last tertiary level qualification:

Please state any other qualifications that relate to the position:

**Employment History:**

Please outline most recent employment history, beginning with current or latest employment.

<b>Period Worked</b>	<b>Employer's Name</b>	<b>Position Held</b>	<b>Reason for Leaving</b>

## Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references

<b>Name</b>	<b>Contact Details (organisation &amp; address)</b>	<b>Telephone (landline preferred)</b>	<b>Relationship (eg employer/principal)</b>

## 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 or NO

I authorise the Board, or nominated representative permission to access any information held by the Teachers Council, including matters under investigation, to gather information related to my suitability for appointment to the position.

### YES or NO

## Special knowledge, skills, attributes and personal characteristics

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section of the job description.

Please outline, with particular reference to the three headings below, how you meet each of these attributes and abilities and include it with your CV. The contact person cited in the advertisement can assist with any questions you might have.

- Knowledge, skills, attributes and personal characteristics
- Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics
- What did you do that demonstrated this?

## Declaration

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 important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

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

**Note:** If completing this electronically, a hard copy (signed) must be provided