

KAITAIA PRIMARY SCHOOL APPLICATION FORM

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

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 you may bring whanau/support people at your own expense. Please advise if this is your intention.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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. 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.
7. 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 sexual 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.

POSITION

Position Applied For:

PERSONAL DETAILS

Name:

Address:

Telephone:

Gender:

Ethnic Identification:

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 identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID 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:

Do you have a current NZ driver's licence?

ACADEMIC QUALIFICATIONS

OTHER QUALIFICATIONS

PRESENT EMPLOYMENT

Position:

Employer:

Date Appointed:

Applicants are advised to include the following information:

- Current CV giving a summary of experience including current position held or last permanent position.
- Suitability for Position – why you believe you are suitable for this position. Include qualifications, special abilities or other relevant non-academic qualifications and/or professional responsibilities.
- Other paid or non-paid experience.
- Names and addresses of two referees with contact telephone numbers, day and evening.

PRIVACY ACT 1993 (To be signed by the Applicant)

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 of 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"/>

APPLICANT'S SIGNATURE: _____ DATE: _____

DECLARATION

Have you ever been convicted of an offence against the law?
(Apart from summary offences)

If YES, please provide date and details of offence(s) on a separate sheet.

I solemnly declare that, to the best of my knowledge and belief, the information given in this application is true and correct.

APPLICANT'S SIGNATURE: _____ DATE: _____

SCHOOL USE ONLY

Date Application Received: