



New Employee Information

Important Notes for Applicants

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

1. Please complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing details of qualifications, work history and any additional information. In your CV please provide names, addresses and contact details of three (3) referees, who can attest to your professional skills and character. If you have included written references from people other than those nominated as referees, please note that we may contact the writers of these references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
5. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. The successful applicant will be required to give consent to a Police vet.
8. a/ Applicant may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.

b/ The Clean Slate Act 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
 - you did not serve a custodial sentence at any time
 - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

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

Professional Information	
<i>Specify Position: Resource Teacher of Literacy</i>	
Teacher Certification Status and Number:	Expiry date:

Identity Verification

Tick one

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family	First names (in full)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Birth name (if applicable)

Are you known by any other name(s)? (if yes, please provide below)

Yes No

Attach copies of two types of photo identification eg driver's license and passport to this application.

Contact telephone numbers	
Home:	Mobile:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Criminal Record and Right to Work *Please tick the appropriate boxes*

<u>Immigration information</u>			
Are you a New Zealand citizen?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have a resident status, or	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
A current work permit	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" provide details: (A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to Schedule 2 offences.)			
Have you ever received a police diversion for an offence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:			
Have you ever been discharged without conviction for an offence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:			
Do you have a current New Zealand driver's licence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes" provide details:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are you awaiting sentencing or do you have charges pending? If "Yes" please state the nature of the conviction/cases pending:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
In addition to other information provided are there any other factors that we should know to support your ability to do the job? If "Yes" provide details:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Have you ever been the subject of any concerns involving child safety? If “Yes” provide details:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Health Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? If “Yes”, provide details:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Declaration, Disclosure and Privacy Statements

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in my application, and give consent to the referees making such information available.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Furthermore, I give consent for the Board of Trustees or their representatives to make enquiries of past or present employers, colleagues, and other education professionals or any other person who may be in a position to assist the Board in determining my suitability for this position, including permission to access any information held by the Teachers Council, in matters under investigation, and give consent to those people to provide such information.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I certify that the information provided in my application for this position, including my covering letter and curriculum vitae is to the best of my knowledge correct. I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me. I further understand that I am entitled to have access to relevant information retained by Paparangi School Board of Trustees (except for any exemption provided under the Privacy Act 199, such as evaluation material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I certify that:

- The information I have supplied in this application is true and correct.
- I know of no reason why I would not be suitable to work with children/young people.

Signature:

Date: