



Application for employment

Important notes for applicants:

Thank you for applying for a position within our school. Please ensure you have a copy of the job description 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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) Applicants 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.

8. 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.
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.

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

Position applied for: _____ Date: _____

1. Personal information:

Mr Miss Mrs Ms

Surname: _____

First names: _____

Maiden name: _____ Date of birth: _____
(If applicable) (Optional)

Address: _____

Email: _____

Contacts: _____
Home phone Mobile

Please complete if applicable:

Teacher Registration no: _____ Registration type: _____

Registration expiry date: _____ MOE no: _____

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

Proof of identity and right to work check:
Shortlisted applicants being interviewed will need to provide originals of two types of 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)

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 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?
If "Yes" please detail:

Yes No

Are you awaiting sentencing or have charges pending?
If "Yes" please state the nature of the conviction / cases pending:

Yes No

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?
If "Yes" please elaborate:

Yes No

Have you ever been the subject of any concerns involving student safety?
If "Yes" please detail:

Yes No

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 task of this position may aggravate or contribute to?
If "Yes" please detail:

Yes No

2. Educational Qualifications:

	Name	Location	Number of years completed	Highest qualification gained
Secondary School				
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

3. 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 (please indicate in the table below). If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact details (organisation and address)	Phone number	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 No

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 No

The position you have applied for requires a range of specific knowledge, skills, attributes and personal characteristics. These are listed in the job description. Please select from the job description five criteria which you would regard as essential for this role and outline below how your own experience demonstrates capacity in these criteria. Even though you are attaching a C.V, please fill this out in full. The contact person cited in the advertisement can assist with any questions you may have.

Essential criteria (knowledge, skills, attributes and personal characteristics)	Past roles in which you have demonstrated these knowledge, skills, attributes and personal characteristics	What did you do which demonstrated this?

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 for 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.

Applicants signature: _____

Date: _____

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