

Application for Employment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure that you have a copy of the position description and/or 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. Do not send copies of qualifications or certificates. If successful in your application you will be required to provide originals as proof of your qualifications.
4. If you are selected for an interview you may bring whānau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 Educator 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, causing serious bodily harm) AND
 - The offence was not a specified offence (specified offences are in the main sexual nature) AND
 - You have paid any fines or costs.

Custodial sentences include a sentence of preventative 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.

8. 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.

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	
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Tick One

Mr []

Mrs []

Ms []

Miss []

Dr []

First and middle names

Last name

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Maiden or previous names (if applicable):

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Full postal address

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Email address

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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 ID eg New Zealand Driver Licence or passport and the other a record ID eg birth certificate, bank statement).

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?
(convictions that fall under the clean slate scheme do not have to be disclosed) Yes [] No []

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 an 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:

Educational Qualifications

	Institution Name	Location	Number of years completed	High qualification gained
Secondary school				
Private training establishment				
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 (specify length of service)	Employer	Position held	Reason for leaving

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 also contact the writers of these references.

Name	Contact details (organisation, address & email)	Phone (landline & mobile)	Relationship

Authority to approach other referees

I authorise the Board, or nominated representatives, 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 representatives, permission to access any information held by the Education Council of Aotearoa (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 []

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 _____

Note: If completing this electronically a hard copy should be signed and then either delivered or scanned and sent by email.