

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

Important Notes for Applicants

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

1. Please fully 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 any additional information, if necessary.
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. If you are invited 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 required to give consent to a Police vet.
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 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.
- You did not serve a custodial sentence¹ 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 licence). 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 Johnsonville School Board of Trustees. You may access these in accordance with the provisions of the *Privacy Act 1993*. If you have any queries, please contact the principal.
10. Application forms and CVs from non-successful applicants will be held until the appointment process is completed and will then be destroyed.

¹ **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventative 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.

Application

The position(s) you are applying for
Your last name or family name
Your first name
Any other names you are/have been known by
Your address
Your contact phone numbers
Your contact email

Please tick the appropriate boxes below:

Citizenship/residency status	Yes	No
Are you a New Zealand citizen?		
If not, do you have New Zealand permanent resident status?		
Do you have a current work permit?		

Criminal activity	Yes	No
Have you ever had a criminal conviction? <i>(Convictions under the Clean Slate Act 2004 do not have to be disclosed – see above)</i>		
Have you ever received police diversion for an offence?		
Do you have a current work permit?		
Have you ever been discharged without conviction for an offence?		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?		
Are you awaiting sentence/currently have charges pending?		
Have you been the subject of any concerns involving child safety?		
<i>If you have answered yes to any of these questions, please attach details to this application.</i>		

Health and general suitability	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 tasks of this job may aggravate?		
Is there anything else we should know to assess your suitability for appointment to this position and ability to do the job?		
<i>If you have answered yes to any of these questions, please attach details to this application.</i>		

For teaching/principal positions	Yes	No
Do you hold a current Practising Certificate from the Teaching Council of Aotearoa New Zealand?		
Registration number:		
Certification expiry date:	/	/

Qualifications	
Please list your tertiary qualifications	Date(s)
Please list any other qualifications relevant to this position	Date(s)

Employment history – please begin with your most recent employment

Please explain any gaps in employment. If you were self-employed, give details.
Attach additional sheets if necessary.

Employer's Name		
Period worked	Position	Reason for leaving

Employer's Name		
Period worked	Position	Reason for leaving

Employer's Name		
Period worked	Position	Reason for leaving

Employer's Name		
Period worked	Position	Reason for leaving

Employer's Name		
Period worked	Position	Reason for leaving

Employer's Name		
Period worked	Position	Reason for leaving

Referees
Please provide the names of three people who are willing to act as referees for you. One of these should be your current or most recent employer. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Referee 1 - Current/most recent employer		
Referee's name		
Relationship (e.g. Principal)		
Contact details	Landline	
	Mobile	
	Email	

Referee 2		
Referee's name		
Relationship (e.g. Principal)		
Contact details	Landline	
	Mobile	
	Email	

Referee 3		
Referee's name		
Relationship (e.g. Principal)		
Contact details	Landline	
	Mobile	
	Email	

Authority to approach other referees	
I authorise the Board or nominated representative to approach the Teaching Council, other educational organisations or people other than the referees whose names I have supplied, to gather information related to my suitability for the appointment to the position for which I am applying.	
Please sign:	

Declaration

I declare 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 of Applicant	
Date	

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