



Kohia Terrace School

Application for Appointment

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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) Applicants may not be employed as a children's worker if they have been convicted of a specific 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 and
 - You did not serve a custodial sentence at any time
 - The offence was not a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014 and
 - You have paid any fines or costs

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. Shortlisted candidates 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 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.

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

Mr Mrs Ms Miss

Surname/Family name

First names (in full)

<input type="text"/>	<input type="text"/>
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Are you known by any other name(s)? (if yes please provide below) Yes No

Birth Name (if applicable):

Full postal address

Email address

Contact telephone numbers

Private: <input type="text"/>	Business: <input type="text"/>
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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 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? No <input type="checkbox"/>	Yes <input type="checkbox"/>
If not, do you have resident status, or No <input type="checkbox"/>	Yes <input type="checkbox"/>
A current work permit No <input type="checkbox"/>	Yes <input type="checkbox"/>
Have you ever had a criminal conviction ? No <input type="checkbox"/> If "Yes" please detail: 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).	Yes <input type="checkbox"/>
Have you ever received a police diversion for an offence? No <input type="checkbox"/> If "Yes" please detail:	Yes <input type="checkbox"/>
Have you ever been discharged without conviction for an offence No <input type="checkbox"/> If "Yes" please detail:	Yes <input type="checkbox"/>
Do you have a current New Zealand driver's licence? No <input type="checkbox"/>	Yes <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in No <input type="checkbox"/> temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes <input type="checkbox"/>
Are you awaiting sentencing or 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	Yes <input type="checkbox"/> No <input type="checkbox"/>

that we should know to assess your suitability for appointment and your ability to do the job?

If "Yes", please elaborate:

Have you ever been the subject of any concerns involving child safety?

Yes No

If "Yes" please detail:

Have you had any injury or medical condition caused by gradual

Yes No

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?

If "Yes", please detail:

For teaching / principal positions:

Do you hold a current practising certificate from the Education Council

Yes No

of Aotearoa New Zealand?

Please enter your registration number.

Educational Qualifications:

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School				
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	Employer's name	Position held	Reason for leaving
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(please specify the length of service)			

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 (landline preferred)	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 <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"/>

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 (signed) must be provided