



# Application for Employment

Thank you for applying for a position with our school.

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. Please attach a curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If your application is successful you will be required to provide the originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
5. All applicants will be required to give consent to a Police vet.
  - 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 Children’s 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 Children’s 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 please contact the Ministry of Justice.

6. 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 Children’s Regulations 2015.
7. This information will be held by the employer. For the successful candidate this document will be held on their personnel file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

Application for the position of:	
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<b>Section A. Personal Information</b>	
First Name/s:	
Surname:	
Salutation:	Mr      Mrs      Ms      Miss      Dr <i>(Please circle)</i>

Are you known by any other names(s)? (If yes please provide details below)	Yes / No		
Address:			
Post code:			
Home phone:		Cellphone:	
Contact email address:			
Next of kin name:			
Relationship:			
Contact phone:		Cellphone:	

<b>Declaring Relevant Relationships</b>	
Are you related to any Edgewater College employee or Board Member?	Yes / No
If yes, please provide further information	

<b>Section B. Educational Qualifications</b>			
Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?			Yes / No
Teacher Certification No:		Date of expiry:	
Type of Practising Certificate:	Tōmua (Provisional)   Tūturu (Full)   Pūmau (STC)		
<b>Qualifications</b> <i>Please list all relevant Degrees / Diplomas / Certificates / etc</i>	<b>Educational Institution</b>		<b>Year</b>

<b>Section C. Current Employment</b>	
Position:	
Appointed (year):	
School:	
For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?	Yes / No

### Section D. Health

Do you have any known condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?	Yes / No
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If YES, please specify:	
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This school has a no smoking policy – are you prepared to abide by this?	Yes / No
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### Section E. Convictions against the Law

Have you ever been convicted of any criminal offence (other than a minor traffic offence)?	Yes / No
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If YES, please list criminal convictions, except in those cases where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004. (See Page 4)
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Are you currently awaiting the hearing of any charges?	Yes / No
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**The Board reserves the right to contact authorities to verify any claim made.**

### Section F. Co-curricular Activities

A commitment to the co-curricular life of the school is expected of successful applicants. Please indicate what commitment you would make to sport and / or cultural and / or co-curricular activities if appointed to a role at Edgewater College.
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### Section G. Referees

Please provide names, email address and contact phone numbers of three referees, one of whom is a current or previous employing BOT member and/or Principal.

1.	Name:			
	Email Address:			
	Contact phone:		Cellphone:	
	Capacity in which you have known this person:			

2.	Name:			
	Email Address:			
	Contact phone:		Cellphone:	
	Capacity in which you have known this person:			

3. Name:			
Email Address:			
Contact phone:		Cellphone:	
Capacity in which you have known this person:			

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

### Section H. Final Declaration

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:	
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## Criminal Records (Clean Slate) Act 2004

This legislation was enacted in May 2004. The act introduces a clean slate scheme. An individual is legally deemed to have no criminal record and s/he need not disclose convictions if the following criteria are satisfied:

1. S/he has not committed any offence within 7 (consecutive) years of being sentenced for the offence and
  2. S/he did not serve a custodial sentence for the offence (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  3. The offence was not a specified offence (specified offences are in the main sexual in nature) and
  4. S/he has paid any fine 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.

## Examples:

1. Person A was convicted of an assault 10 years ago and received a community-based sentence. S/he has not committed any offence since. Person A is eligible under the scheme
2. Person B was convicted of theft 3 years ago and received a fine which was paid. S/he is not eligible under the scheme as 7 years have not lapsed since the date of conviction.

## Effect of Law

The effect is that a person who fulfils all of the above criteria can state that s/he has no criminal record in response to questions. If a person only fulfils some of the criteria s/he is not eligible.

**Police vetting:** Printouts from the police computer (LES formerly the Wanganui Computer) will not reveal a person's criminal record if the criteria are fulfilled.

## Vulnerable Children Act 2014

As per the requirements of the Vulnerable Children Act 2014, the following questions could be asked of your referee to determine your suitability for working with students/children.

More information can be found here:

<http://childrensactionplan.govt.nz/childrens-workforce/safety-checking-and-the-workforce-restriction>

1. Do you trust the candidate and if not, why not?
2. Have you ever had reason to suspect the candidate's honesty?
3. Has the candidate ever mislead you
4. Has the candidate ever been disciplined for misleading or fraudulent conduct?
5. How would you describe the way the candidate acts around children?
6. Was the candidate ever subject to formal disciplinary actions or complaints regarding their behaviour towards children?
7. Do you think the candidate should be unsupervised around children
8. Was the candidate ever subject to formal disciplinary action or complaints regarding their disciplinary techniques?
9. How well do you think the candidate understands children