



Huia Range School

Application for Employment Notes for Applicants

Thank you for applying for the 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. 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 may 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or employment being terminated, if any information is found to be false.
6. Please be fully aware of the requirements around the Vulnerable Children's Act 2014 and the Criminal Records (Clean Slate) Act 2004 and exactly how they relate to you, your history and this application. If you are unsure seek advice from the Ministry of Justice or the New Zealand Education Council. Not meeting these requirements may result in any offer of employment being withdrawn or employment being terminated.
7. 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 NZEI, your advisor or the Principal.

The Application process

1. Please complete the attached application form.
2. In a covering letter outline:
 - a) Who you are, what makes you tick and what excites you about working in a school everyday,
 - b) What passions, experience and skills you have had that make you ideal for this new role.



3. Attach your CV

Appointments will be made on the following basis:

- a) Against the Job description
- b) Our assessment about your ability to work with our tamariki and whanau to further our aims and work in a culturally responsive way
- c) Contact with at least one of your referees
- d) Applications close with the Principal at **noon on Friday 20th November, 2020**. All applications **MUST** be emailed to: principal@huiarange.school.nz

All positions commence on the 4th February. Please note, all successful appointees need to be available from Tuesday 26th January 2020 for:

- a) Classroom organization and preparation
- b) Learning Community meetings
- c) Staff only Noho (Monday 1st February and Tuesday 2nd February), and
- d) Classroom teaching commitments from Thursday 4th February.



Application for Employment

Position applied for: Permanent Teacher, Fulltime

Location: Dannevirke

Vacancy Number:

Tick one:

Miss Mrs Ms Mr Or other preferred title:

Surname/Family name:

First names (in full):

Birth name (if applicable):

Are you or have you been known by any other name? Yes/No

If 'yes' please provide all other names:

Full postal address:

Email address:

Contact phone numbers: personal: business:

Identity Verification , Criminal Record and Right to Work

Please clearly identify Yes or No:

<u>Immigration Information</u>		
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?	Yes	No
If 'Yes' please detail: <i>(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.)</i>		
Have you ever received a police diversion for an offence?	Yes	No
If 'Yes' please detail:		
Have you ever been discharged without conviction for an offence?	Yes	No
If 'Yes' please detail:		

Do you have a current New Zealand driver's licence?	Yes	No
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 do you have charges pending?	Yes	No
If 'Yes' please state the nature of the convictions/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 detail:		
Have you ever been the subject of any concerns involving child safety?	Yes	No
If 'Yes' please detail:		
Have you ever had any injury or medical condition caused by gradual process disease or infection, such as occupational overuse syndrome which the tasks of the position may aggravate or contribute to?	Yes	No
If 'Yes' please detail:		
Have you ever been reported to, or been investigated by, the Education Council for issues in terms of misconduct, serious misconduct or competency?	Yes	No
If 'Yes' please detail:		
For teaching positions:		
Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand?	Yes	No
Please enter your registration number:		
Category of registration: full provisional subject to confirmation cancelled		
Expiry date:		

You will be asked to provide two forms of photo identification if shortlisted.

Employment History

Please list your work experience for the last 10 years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please specify the start and end dates) Start date End date	Employer's name (and reason for gap in employment)	Position held	Reason for leaving

Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/recent employer 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	Organisation	Position/Relationship	Landline (preferred)	Mobile

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 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 supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 I have authorised access to referees.
- I know of no reason why I should not be suitable to work with children/young people.
- I understand that if I supply 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 within 5 working days of submission.