

# Mercury Bay Area School Application for Employment



Date ..... Position Applied for – .....

*Please complete this application personally, then read and sign the declaration on page 5. Please also see important notes for applicants on page 6.*

## Personal Details

Reg. No. .... Exp .....

First Names: .....

Surname: .....

Preferred Name:.....

Mr  Mrs  Miss  Ms

Are you known by any other name? Yes  No

If yes please provide .....

Address: .....

Gender:  Male  Female

.....

Home Phone: ( ) .....

.....

Mobile Phone: ( ) .....

Email Address: .....

NZ/Aust.Citizen  Resident  Work Pmt

How did you find out about this job?  Gazette  Seek  Trade Me  Other.....

**Proof of identity and right to work check** *Shortlisted applicants being interviewed will need to provide originals of two types of identification – One from List A and one from List B*

### List A

- New Zealand Passport
- NZ Certificate of identity
- NZ Refugee Travel Document
- Emergency Travel Document
- NZ Firearms licence
- Overseas Passport
- NZ Full Birth Certificate issued after 1998
- NZ Citizen Certificate

### List B

- NZ Drivers Licence
- 18+ Card (Must be current)
- Community Services Card
- Super Gold Card
- Veteran Super Gold card
- Inland Revenue number
- Electoral Roll records
- NZ issued utility bill – not more than 6 months earlier – enter issue date

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## Immigration information

Are you a New Zealand citizen? Yes  No

If not, do you have resident status? Yes  No

A current work permit Yes  No

## Information required under the Vulnerable Children Act 2014

Have you ever received a police diversion for an offence? Yes  No

If 'Yes', please give details .....

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 give details .....

Are you awaiting sentencing or have charges pending? Yes  No

If 'Yes', please give details .....

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 give details .....

Have you ever been the subject of any concerns involving student safety? Yes  No

If 'Yes', please give details .....

## Education / Qualifications

Secondary School/ Tertiary Institute Attended	Date From	Date To
.....	.....	.....
.....	.....	.....

Qualifications gained (NCEA, UE, Degree etc)  
.....

Any other qualifications?  
.....

Can you speak any other languages (other than English?) .....

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**Employment History** (Present or most recent first)

Date to – from	School	Role / Position held
.....	.....	.....

Main Duties	Reason for leaving	No. of hours .....
.....	.....	.....
.....	.....	.....

Date to – from	School	Role / Position held
.....	.....	.....

Main Duties	Reason for leaving	No. of hours .....
.....	.....	.....
.....	.....	.....

Date to – from	School	Role / Position held
.....	.....	.....

Main Duties	Reason for leaving	No. of hours .....
.....	.....	.....
.....	.....	.....

Please give details of all other previous employment and take care to explain any gaps between jobs:

Dates	Employer	Position
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Do you have secondary employment that you intend to continue with if you are offered this position?

Yes  No

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## Referees

Please give the name and contact details of a least three referees from previous employment. Include at least one that was less 'senior' to you, one that was more 'senior' to you.

Name	Position	Phone and email
.....	.....	.....
.....	.....	.....
.....	.....	.....

If your application proceeds and all terms and conditions of employment agreed on and accepted when could you commence employment? .....

I consent to the school seeking verbal or written information about me from my previous employers and/or referees and authorise the information sought, to be released.  Yes  No

## General

Do you have a current Drivers Licence?  Yes  No Classes .....

What transport arrangements do you have to attend your place of employment?

.....

Are you a member of any territorial force unit?  Yes  No

If so, have you completed whole time training?  Yes  No .....

What are your interests/ hobbies/ sports / clubs or community activities?

.....

.....

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## Medical

Do you smoke?  Yes  No

Do you have or have had an injury/ illness /condition that may affect your ability to effectively carry out the functions and responsibilities of the position applied for or impact on the school, its school or staff?  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 position may aggravate to contribute to?  Yes  No

If so please give details .....  
.....

## Declaration & Authorisation

- I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold the Appointments Committee responsible for any omission or mis-statements that I have made in the information provided.
- I understand that all informational provided about me to you, including my application form, resume, references and any assessments will be held by the Appointments Committee to be used for the purpose of evaluating my qualification, experience and suitability for employment in the role for which I have applied.
- I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
- I understand that I am entitled to have access to relevant information retained by the appointments Committee (except for any exemption provided under the Privacy Act, 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.
- I consent to the Appointments Committee personnel making such enquiries with such organisations including but not limited to inquires with all former employers, Teachers Council and such other bodies or organisation which might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain.
- I know of no reason why I would not be suitable to work with children/young people.

Employee Signature:..... Date:.....

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## Application for Employment



### Important notes for applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the job description 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 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) 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 and causing serious bodily harm) and
  - The offence was not specified offence (specified offences are in the main sexual in nature) and
  - You have paid any fines or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences includes 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.

B) Under the Vulnerable Children Act 2014, core workers in schools will not be covered by the Clean Slate.

All serious sexual 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.

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.