



CANDIDATE APPLICATION & DECLARATION FORM

This information is being collected to ensure that The Meadows ELC, can recruit the most suitable candidates. The treatment of any information provided will comply with the Privacy of Information Act 1993. The information will be stored in secure files and some elements will be held on computer storage disk. This information may be corrected at any time by you.

Please complete the following application form.

Position Applied For:							
How did you learn of this vacancy?							
Have you worked for The Meadows before, or previously interviewed for a role? (if so what role?)		Y		N			
Are you legally entitled to work in New Zealand? (i.e. as a citizen / permanent resident)		Y		N			
Do you have a current Work Permit or Visa?							
If you replied Yes to the above question, please attach a copy with this form							
Personal Details							
First Name(s):				Surname:			
Preferred Name:				Ethnicity:			
Home Address:							
Postal Address: (if different from above)							
Email Address:							
Daytime Telephone:				Cellphone:			
May we contact you at work?		Y		N			
Right to work in NZ							
Are you a NZ citizen? (If yes, go to the next section)		Y		N			
If No- do you have permanent residency? (if No, go to next question)		Y		N			
What is your country of citizenship?							
Visa Type				Date of Expiry			
Registration							
Do you have current NZ Teacher Registration		Y		N			
If Yes, please provide your Registration number							
Type of Registration		Full		Provisional		Expiry Date	
What Education Sector are you registered for?		ECE		Primary		Secondary	
Are there currently any conditions (either previous or current) places upon you by the Education Council NZ		Y		N			
If YES please provide further details							

Qualifications					
Provide full details of the qualifications you hold that are most relevant for the position applied for.					
ECE Qualification	Year Completed	Education Institute		Location	
Do you hold a current First Aid Certificate?		Y		N	
		Expiry date			
Employment History					
Employer	From	To	Position Held		
Attendance Record					
Have you been absent from work for a continuous period of more than two weeks, other than for annual holidays in the past two years?					
				Y	N
If yes, give details:					
Do you have any commitments or interests, which may interrupt your regular attendance at work?					
				Y	N
If yes, give details:					
Fitness to Undertake Work					
The following information is required to assist The Meadows ELC to meet its obligations under the Health and Safety in Employment Act 1992, and the Injury Prevention, Rehabilitation and Compensation Act 2001 and to assess your ability to perform the duties of the position safely and to ensure that you are not in a position where you could be placed in a situation of harm					
Please answer all of the following questions in the context of the position applied for. (further information on the tasks of the position, can be found on the Position Description)					
Do you have any medical condition (including impairment) or injury that may affect your ability to effectively carry out the functions and tasks of the position applied for?					
				Y	N
If yes, give details:					
Have you in the past or do you suffer from any conditions that might contribute to overuse injury such as OOS or RSI?					
				Y	N
Have you in the past or do you suffer from any back injury or back strain? Y N					
If you answered yes to either of the above, please give details and advise if there is any assistance you would require to work safely in the position applied for.					
Do you have any physical or other conditions that would make it difficult for you to:					
Hear a child cry 6 meters away	Y	N	Sit on the Floor without support	Y	N
Move very quickly	Y	N	Be on your feet for several hours	Y	N
See a child 6 meters away	Y	N	Pick up and carry a child/infant	Y	N
Pick up and carry toys and equipment that may be on the floor/ground				Y	N

(Please answer these questions accurately as misrepresentation may not entitle you to ACC Compensation, and if employed, may constitute grounds for dismissal).				
If you answered yes to any of the above questions, please provide full details below				
Transport				
Do you: Have you a current driving license?			Y	N
If yes, what type of driving license?		Learners	Restricted	Full
Have you any current or pending endorsements			Y	N
If yes, please provide details				
Have you any current or pending demerit points or drivers license restrictions (including convicted traffic offences)?			Y	N
If yes, please provide details				
Disclosures				
As you are applying for a position that requires a high level of trust and confidence, you are required to advise whether you have ever been convicted of any criminal offence, or are awaiting the hearing of criminal charges.				
As part of the Employment Screening process, all shortlisted candidates are required to complete a "Consent to Disclosure of Information" form relating to criminal convictions.				
The Criminal Records "Clean Slate" Act 2004 gives people the right, if they meet set conditions, to withhold information about their past criminal convictions. If you are uncertain if this applies to you, please carefully read the information on the back of the Consent to Disclose Information (NZ Police check) form. Applicants may not be employed as a core children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children's Act 2014, unless they obtain an exemption. The "Clean Slate" Act 2004 will not apply to these specified offences and these offences will be included in your NZ Police Vetting Results.				
Have you ever been convicted of a criminal offence in New Zealand or in any other country?				
Are you awaiting sentencing or do you have charges pending?				
Have you ever been discharged without conviction for an offence?				
If you answered "Yes" to any of the above questions, please provide details of the type of offence and date:				
Additional Disclosures: Children's Worker Positions – Additional Information will be provided to The Meadows as part of the Police Vetting requirements under the Vulnerable Children's Act 2014. This includes Police Investigations, Domestic Violence and Family Violence information.				
Police Investigations				
Have you ever been the subject of a police investigation, including as a victim, which didn't lead to a criminal conviction?			Y	N
If you answered "Yes" to the above question, please provide details of the type of investigation and date:				
Working with Children				
Has there ever been any cause for concern regarding your conduct with children?			Y	N

Please include any disciplinary action taken by any employer in relation to your behaviour with/to children?			
If you answered "Yes" to the above question, please provide details of the type of incident and date:			
Additional Information			
Please detail any additional information that you would consider might be relevant to your application that has not been provided for elsewhere on this form?			
Salary/wage Expectations			
If you were successful in securing a position at The Meadows Early Learning Centre, What would be your Salary/wage expectations?			
Declaration			
I understand that all information provided by me, including my curriculum vitae/resume, references and any tests will be held by The Meadows ELC to be used for the purpose of evaluating my qualifications, experience and suitability for employment.			
I have disclosed any illness or injury, which I believe, might affect my capacity to safely undertake the duties involved in this position.			
I declare that the information I have supplied is given voluntarily and is, to the best of my knowledge, true, accurate and complete in all respects. I understand that if I withhold relevant information or supply false or misleading information my application may not be further considered. I also understand that my employment may be terminated if, after investigation, The Meadows ELC discovers that any information I have provided is false or misleading.			
Signature:		Date:	