

Kaikōura Suburban School 0.5 Fixed Term Part Time Position 2021

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 position description before completing this application.

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 will be required to provide the originals as proof of qualifications.
 4. If you are selected for an interview you may bring whānau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 required to give consent to a Police vet.
 7. 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 sentence¹ 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 contact the Ministry of Justice.
8. 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](#).
 9. This information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely de-

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

stroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

APPLICATION FOR EMPLOYMENT

Position applied for	Location	Vacancy/Reference Number
<input type="text" value="Click or tap here to enter text"/>	<input type="text" value="Click or tap here to enter text"/>	<input type="text" value="Click or tap here to enter text"/>

Tick one

Mr

Mrs

Ms

Miss

Or other preferred title:

Surname/Family name

First names (in full)

Birth name (if applicable)

Are you known by any other name(s)? (if yes please provide below)

Yes No

Full postal address

Email address

Click or tap here to enter text.

Contact telephone numbers

Personal:

Click or tap here to enter text.

Business:

Click or tap here to enter text.

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

Immigration information

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:

Click or tap here to enter text.

(A board may not employ or engage a children's worker who has been convicted of an offence specified in [Schedule 2 of the Children's Act 2014](#). The Clean Slate Act does not apply to schedule 2 offences.)

Have you ever received a police diversion for an offence?

Yes

No

If "Yes" please detail:

Click or tap here to enter text.

<p>Have you ever been discharged without conviction for an offence? <input type="checkbox"/></p> <p>If "Yes" please detail:</p> <p>Click or tap here to enter text.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Do you have a current New Zealand driver's licence? <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Have you ever been convicted of a driving offence which resulted in <input type="checkbox"/> temporary or permanent loss of licence, or imprisonment?</p> <p>If "Yes" please detail:</p> <p>Click or tap here to enter text.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Are you awaiting sentencing or do you have charges pending? <input type="checkbox"/></p> <p>If "Yes" please state the nature of the conviction/cases pending:</p> <p>Click or tap here to enter text.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>In addition to other information provided are there any other factors <input type="checkbox"/> that we should know to assess your suitability for appointment and your ability to do the job?</p> <p>If "Yes", please detail:</p> <p>Click or tap here to enter text.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Have you ever been the subject of any concerns involving child safety? <input type="checkbox"/></p> <p>If "Yes" please detail:</p> <p>Click or tap here to enter text.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Are you aware of any injury or medical condition that could impact <input type="checkbox"/> on your ability to perform this job effectively?</p> <p>If "Yes", please detail</p> <p>Click or tap here to enter text.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>For teaching/principal positions:</p>		
<p>Do you hold a current practising certificate from the Teaching Council <input type="checkbox"/> of Aotearoa New Zealand?</p> <p>Please enter your registration number: Click or tap here to enter text.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

Educational Qualifications

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
University	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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/previous employer in the table below.

Name	Organisation	Position/ Relationship	Landline (preferred)	Mobile
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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.

Date Click or tap here to enter

Note: If completing this electronically a hard copy (signed) must be provided.