



**BISHOP VIARD COLLEGE**  
**APPLICATION FOR APPOINTMENT**

**Important notes for applicants:**

Thank you for applying for a position with our school.

1. Please 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 any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies of your 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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. For teaching positions, this will be conducted by the Education Council as part of the practicing certification process.
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 a 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. Please note that you are not obliged to disclose convictions if you are an eligible individual but you 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 or sexual 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 offenses, unless they have an exemption.

If you are successful in this application, this application 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.

**OFFICE USE ONLY: If successful, this application form must be retained on file as part of the application; it must not be removed or destroyed.**

## APPLICATION FOR EMPLOYMENT

Administration Assistant

Bishop Viard College

Permanent

Circle one: Mr Mrs Ms Miss Other \_\_\_\_\_

<b>Surname/Family Name:</b>	<b>First names (in full):</b>
<b>Are you known by any other name(s)?</b>	Y/N If Yes, provide names below:
<b>Maiden Name (if applicable):</b>	
<b>Full postal address:</b>	
<b>Email address:</b>	
<b>Contact telephone number(s):</b>	

Please tick appropriate boxes:

<b>Proof of Identity and right to work check</b>		
Shortlisted applicants being interviewed will need to provide two types of identification (one photo ID, e.g. passport, NZ driver licence and the other a record of ID e.g. birth certificate, bank statement or bill).		
	<b>Yes</b>	<b>No</b>
<b>Are you a NZ citizen?</b>		
<b>If not, do you have resident status or a current work permit? (circle appropriate)</b>		
<b>Have you ever had a criminal conviction?</b>		
<b>If yes, please detail:</b>		
<b>Have you ever received a police diversion for an offence?</b>		
<b>If yes, please detail:</b>		
<b>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?</b>		
<b>If yes, please detail:</b>		

	Yes	No
Are you awaiting sentencing or have charges pending? If yes, please detail:		
In addition to the 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? If yes, please detail:		
Have you ever been the subject of any concerns involving student safety? If yes, please detail:		
Have you had any injury or medical condition caused by gradual process or infection such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may aggravate or contribute to? If yes, please detail:		
Do you have a NZ driver's licence?		

**Educational Qualifications:**

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School				
Private Training Establishment				
Polytechnic				
University				
Other				

**Employment History**

Please list your work experience in your last 5 positions beginning with your most recent position held. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. If you have been in unpaid work, list any voluntary work. Attach additional sheets if necessary.

Period worked (specify length of service)	Employer's Name	Position Held	Reason for leaving

**Referees**

Please provide the names of two people who could act as referees for you. At least one of these should be able to attest to your most recent work performance (please indicate in the table below). If you have included written references from people other than those recorded below, please note we may contact the writers of these references.

Name	Contact Details (organisation and address)	Phone (landline preferred, but list more than one number if possible)	Relationship

Authority to approach other referees (please tick)	Yes	No
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.		
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa NZ (EDUCANZ) (teaching positions) or any other educational/professional organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.		

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: \_\_\_\_\_

**Note: If completing this electronically a hard copy (signed) must be provided (e.g. scanned and returned with your signature on it).**

Please send this application form, along with a covering letter and Curriculum Vitae that outlines your suitability for the position, to the Principal, Bishop Viard College, P O Box 50-075, Porirua 5032. If you are posting your application and wish to have documents returned to you, please include a self-addressed, stamped envelope. Alternatively, applications and supporting documentation can be emailed to [tullyg@viard.school.nz](mailto:tullyg@viard.school.nz)