



HOWICK COLLEGE

Application For Employment - Teaching Staff

Position _____

A. Personal Information

Full Name: _____
Surname First Name(s)

Mr Mrs Ms Miss (Please Circle)

Address: _____
_____ Post Code _____

Telephone _____
Private Mobile

Email _____ *Date of Birth* _____

Next of Kin _____ *Ethnicity* _____
(name, relationship and contact details)

B. Educational Qualifications

Certificate: TTC / Dip Tch / H Dip Tch / Special: _____

Date of Certification: _____

Teacher Registration No: _____ *Expiry Date:* _____

Degrees / Diplomas: _____ Year _____

Other Qualifications: _____

Declaring Relevant Relationships

Are you related to any Howick College employee or Board Member? Yes / No

If Yes, please provide information _____

C Current Employment

Position: _____ Appointed: _____
Year

School: _____

Location: _____

For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?

Yes No

D. Health

Do you have any know condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?

Yes No

If **YES**, please specify: _____

This school has a no smoking policy – are you prepared to abide by this?

Yes No

E. Convictions Against the Law

Have you ever been convicted of any criminal offence (other than a minor traffic offence)?

Yes No

If **YES**, please list criminal convictions, except in those cases where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004. (see Pg 4)

Are you currently awaiting the hearing of any charges? Yes No

The Board reserves the right to contact authorities to verify any claim made.

Co-Curricula Activities

A commitment to the co-curricula life of the school is expected of successful applicants. Please indicate what commitment you would make to sport or cultural activities.

F. Referees

Please provide names, addresses and phone numbers of three (3) referees, one of whom is a current or previous employing BOT member and/or Principal

1. _____
Name

Address

Telephone – Private Telephone – Business Ext

Email
Capacity in which you have known this person: _____

2. _____
Name

Address

Telephone – Private Telephone – Business Ext

Email
Capacity in which you have known this person: _____

3. _____
Name

Address

Telephone – Private Telephone – Business Ext

Email
Capacity in which you have known this person: _____

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Signature: Date:

Criminal Records (Clean Slate) Act 2004

This legislation was enacted in May 2004. The act introduces a clean slate scheme. An individual is legally deemed to have no criminal record and s/he need not disclose convictions if the following criteria are satisfied:

1. S/he has not committed any offence within 7 (consecutive) years of being sentenced for the offence and
 2. S/he did not serve a custodial sentence for the offence (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
 3. The offence was not a specified offence (specified offences are in the main sexual in nature) and
 4. S/he has paid any fine or costs
- Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences.

Examples:

1. Person A was convicted of an assault 10 years ago and received a community-based sentence. S/he has not committed any offence since. Person A is eligible under the scheme
2. Person B was convicted of theft 3 years ago and received a fine which was paid. S/he is not eligible under the scheme as 7 years have not lapsed since the date of conviction.

Effect of Law

The effect is that a person who fulfils all of the above criteria can state that s/he has no criminal record in response to questions. If a person only fulfils some of the criteria s/he is not eligible.

Police vetting: Printouts from the police computer (LES formerly the Wanganui Computer) will not reveal a persons criminal record if the criteria are fulfilled.