Waituna West School

"NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING"

50 Waituna-Tapuae Road RD9 Feilding 4779 | T: (06) 328 6805 | E: principal@waitunawest.school.nz

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WAITUNA WEST SCHOOL, PRINCIPAL RELEASE TEACHER,

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you read the following notes carefully:

1. Please fill out this form and send your completed form, plus CV and covering letter to Ali Symonds, Acting Principal, Waituna West School symondsa@waitunawest.school.nz.
2. Answer all questions and make sure you sign and date where indicated on the last page.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 are required to give consent to a Police vet:
    a. You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained 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 further offence within 7 consecutive years of being sentenced
        - you did not serve a custodial sentence 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

7. 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 (Requirements for Safety Checks of Children's Workers) Regulations 2015.

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 destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

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.

APPLICATION FOR EMPLOYMENT

Position applied for	
Location	
Vacancy/Reference Number	
Family Name	
First names (in full)	
Are you known by any other name(s)? (If yes please provide below)	
Full postal address	
Email address	
Contact phone numbers	Personal: Work:

Referees

Please provide the names of three people who we can contact 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	Relationship	Phone	Email

Confirmation

I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.	☐ Yes	☐ No
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 dismissed.		
For teaching/principal positions: I currently hold a current practising certificate from the Teaching Council of Aotearoa New Zealand ☐ Yes ☐ No Please enter your registration number: _____		

Privacy Act

In accordance with the Privacy Act, I authorise the board of trustees to:		
Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board	☐ Yes	☐ No
Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board	☐ Yes	☐ No
Contact the Education Council.	☐ Yes	☐ No

Student Safety

[Tick the statement that applies to you]

☐ I have never been the subject of a complaint about the safety of a student.

☐ I have been the subject of a complaint about the safety of a student. Please give dates and details:

_____

Offences Against the Law

[Tick the statements that apply to you]

☐ I have never been convicted of an offence against the law (excluding minor traffic convictions).

☐ I have no pending charges of an offence against the law.

☐ I have been convicted of an offence against the law. Please give dates and details:

_____

☐ I have pending charges of an offence against the law. Please give dates and details:

_____

I know of no reason why I would not be suitable to work with children or young people.	☐ True	☐ False

Signature: _____ **Date:** _____

Send your completed form to Ali Symonds, Acting Principal, Waituna West School
symondsa@waitunawest.school.nz