APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. 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.
5. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. 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[1] 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 (Requirements for Safety Checks of Children's Workers) Regulations 2015.
9. 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.
10. The information you provide may be disclosed to GovHub School Board Services (the service delivery arm of Te Whakarōpūtanga Kaitiaki Kura o Aotearoa – NZ School Boards Association) for the purposes of seeking advice related to this recruitment process. This information will be handled in accordance with their privacy statement.

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.

TEACHING POSITION APPLICATION FORM

Please post or email to:

Grantlea Downs School Appointments Committee
Grantlea Downs School
65 Grants Road
Timaru 7910 or
position@grantleadowns.school.nz

Position applied for	**Permanent or Fixed Term** please indicate below

Personal Details

Title Mr/Miss/ Mrs	**Surname/Family name**	**First names (in full)**

Birth name (if applicable, and different from above)

Are you known by any other name(s)? (if yes please provide below) Yes ☐ No ☐

Full postal address

Email address

Contact telephone numbers

Personal:	Work:

Teacher Registration Status

Please indicate below whether **Tūturu/Full** or **Tōmua/Provisional** or **Subject to Confirmation** or **LAT** or **New Graduate/Eligible for provisional certification**	Registration Number:	Expiry Date:

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

Immigration information

Are you a New Zealand citizen? Yes ☐ No ☐

If "No":

Do you have resident status? *or* Yes ☐ No ☐

Do you hold a valid visa that allows you to work legally in New Zealand? Yes ☐ No ☐

Have you ever had a criminal conviction? Yes ☐ No ☐

If "Yes" please detail:

(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 unless they have an exemption. 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:

Have you ever been discharged without conviction for an offence? Yes ☐ No ☐

If "Yes" please detail:

Do you have a current New Zealand driver's licence? Yes ☐ No ☐

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes ☐ No ☐

If "Yes"' please detail:

Are you awaiting sentencing, or do you have charges pending? Yes ☐ No ☐

If "Yes"' please state the nature of the conviction/cases pending:

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment, your suitability for work with children or your ability to do the job? Yes ☐ No ☐

If "Yes", please detail:

Have you ever been the subject of any concerns involving child safety? Yes ☐ No ☐

If "Yes" please detail:

Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? Yes ☐ No ☐

If "Yes", please detail, including what, if any, reasonable steps can be taken to accommodate these conditions.

Employment Information

	Name	Received from	Number of years completed	Highest Qualification Gained
University				
Other				
Other				

Have you completed the Physical Restraint Certificate	Yes ☐ No ☐
Have you completed a First Aid Certificate If "Yes", please note expiry date and provider below.	Yes ☐ No ☐

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details.

Period worked (please specify the start and end dates) **Start date**		**End date**	**Employer's name (or reason for gap in employment)** e.g. overseas travel/maternity	**Position held** include teaching Yr level if applicable	**Reason for leaving**
	to				
	to				
	to				
	to				
	to				
	to				

Relevant experience

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.

We will advise you before we make contact with the referees provided.

Name	Organisation	Position/ Relationship	Phone (preferred)	Email

Any other additional information you consider relevant: e.g. Professional Development undertaken:

Declaration

I certify that:

- I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct.
- I confirm, in the terms of the Privacy Act 2020, that I have authorised access to referees so any enquiries deemed appropriate for determining my suitability for employment can be made.
- I authorise that, if required for the purposes of seeking advice about this recruitment process, my information can be shared by Grantlea Downs School Board with GovHub School Board Services.
- 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 will not be employed, or if I am employed, my employment will be terminated:

Applicant's Full Name: _____

Signature _____

Date _____