

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for the Special Education Needs Coordinator 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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

[1] ***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.

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.

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.

Application For Employment

Position Applied for: _____

Permanent / Fixed Term (Please circle)

PERSONAL DETAILS

Name in Full: _____

Preferred name: _____

Email: _____

Phone Number: _____

Address:

_____

_____

_____

Postcode: _____

NZ Citizen (please circle): **YES / NO**

If not, do you have a NZ Work Permit (please circle): **YES / NO**

Criminal Conviction (please circle): **YES / NO**

Discharge without Conviction (please circle): **YES / NO**

Details: _____

_____

_____

_____

Are there any health related conditions which could impact on your ability to perform the position applied for (Please circle): **YES/NO**

Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

_____

_____

_____

_____

EMPLOYMENT INFORMATION

Teacher Registration Number: _____

Registration Type Please : Provisional/Full

Teacher Registration Expiry Date:

Current and Previous Teaching Positions: Preferably for up to five years

From	To	Employer	Position	Leaving Reason

Qualifications

Degree	University	Year

Other Qualifications:

_____

_____

Relevant Experience:

_____

_____

_____

_____

_____

REFEREES

Name: _____

Phone:_____

Email: _____

Capacity in which you have known this person and length of time:

_____

Name: _____

Phone:_____

Email: _____

Capacity in which you have known this person and length of time:

_____

Name: _____

Phone:_____

Email: _____

Capacity in which you have known this person and length of time:

_____

Any other additional information you consider relevant:

_____

_____

_____

DECLARATION:

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 understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Applicant's Full Name: _____

Applicant's Signature: _____

Date: _____