Te Haikura A Kiwa
REQUIRED INFORMATION TO ACCOMPANY YOUR APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you complete this form and include it with your application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach/include this form with your application for the position.
3. If provided, only copies 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 Failure to complete this document and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 required to give consent to a Police vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014, unless they obtain 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 offence within 7 consecutive years of being sentenced for the offence
   - 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 Regulations 2015.
9. 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 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

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 fulltime 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.

REQUIRED INFORMATION FOR EMPLOYMENT

Please complete all of the following sections

Position applied for	

Your Details

Pleased tick one

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Or other preferred title:

Surname/Family name	First names (in full)

Birth name (if applicable)

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

Full postal address

Email address

Contact telephone numbers

Personal:	Business:

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

Immigration information:

Are you a New Zealand citizen?	Yes ☐	No ☐
If not, do you have Resident Status, or	Yes ☐	No ☐
A current Work Permit	Yes ☐	No ☐

Legal information:

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. 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 and 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? If "Yes", please detail	Yes ☐ No ☐
Teacher Certification: Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand? Please enter your certification number:	Yes ☐ No ☐
Have you ever been referred to the Teaching Council of Aotearoa New Zealand as the subject of a complaint or for disciplinary reasons? If "Yes", please provide details	Yes ☐ No ☐
Do you give permission to contact your current Principal? If "No", please provide details/ reasons	Yes ☐ No ☐
Can you specify whether any matters involving you have been referred- by yourself or others- to the school's Board of Trustees? If 'Yes" please provide details	Yes ☐ No ☐

Please complete any of the following sections if the required information is <u>not</u> provided in your Application.

Educational Qualifications

	Name	Location	Number of years completed	Highest Qualification Gained
Tertiary				
Other				

Employment History

Please list your work experience **for at least 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. Attach additional sheets if necessary.

Period worked (please specify the start and end dates) **Start date**		**End date**	**Employer's name** (or reason for gap in employment)	**Position held**	**Reason for leaving**
	to				
	to				
	to				
	to				
	to				
	to				

Referees

Please provide the names of three people who could act 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***	***Position / Relationship***	***Daytime Phone Number***	***Mobile Phone Number***

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria are stated in the job description.

If this information is not included in your application, please outline below how you meet each of these attributes and abilities.

Key Criteria *(knowledge, skills, attributes, personal characteristics)*	***Past roles in which you have demonstrated the key criteria***	***What did you do which demonstrated this?***	***Your achievements or the outcomes achieved***

Please read and sign the following

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: Please include this form with your Application. If completing this electronically a (signed) hard copy may be requested at a later date.