Normanby School
3 Hunter St, Normanby 4614 ph/fax 06 272 8023 email admin@normanby.school.nz www.normanby.school.nz

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have read the position description and person specification before completing this 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. Please send an **introductory letter** outlining why you would like to be considered for this position.

3. Attach a curriculum vitae (CV) containing any additional information, if necessary.

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 will be required to give consent to a Police vet.

   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 Vulnerable 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 Vulnerable Children 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.

[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.

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 Vulnerable Children Regulations 2015.

8. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

Thank you for applying for a position with our school.

APPLICATION FOR EMPLOYMENT

Normanby School Application Form

POSITION APPLIED FOR:

Scale A Teacher

Full time, Permanent

PERSONAL DETAILS

Name: _____

Address: _____

_____

Contact- Phone Home:_____

Work:_____

Email_____

Present Place of Employment: _____

Position Held: _____

Date Appointed: _____

Can we contact your current employer about this position? Yes No

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❒

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 Vulnerable Children 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?
If "Yes" please detail: **Yes❒ No❒**

Do you have a Current NZ driver's licence? **Yes❒ No❒**

Do you have a Current Passport? **Yes❒ No❒**

Please bring as part of identification process

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? If “Yes” please detail: **Yes❒ No❒**
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? If “Yes” please detail: **Yes❒ No❒**

EDUCATIONAL QUALIFICATIONS

Type of Qualification	Date received	Received from (location)

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please 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)**	**EMPLOYER'S / BUSINESS NAME** **(or reason for gap in employment)**	**POSITION HELD**	**REASON FOR LEAVING**

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. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

REFEREE'S DETAILS				
Full Name				
Position				
Relationship to the Applicant				
Contact Details	Private		Work	
	Mobile		Email	

REFEREE'S DETAILS				
Full Name				
Position				
Relationship to the Applicant				
Contact Details	Private		Work	
	Mobile		Email	

REFEREE'S DETAILS				
Full Name				
Position				
Relationship to the Applicant				
Contact Details	Private		Work	
	Mobile		Email	

Declaration

I certify that: ● I know of no reason why I would not be suitable to work with children/young people.	Yes❒	No❒

Confirmation

1.	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. 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.	Yes❒	No❒
2.	In accordance with the Privacy Act, I authorise the Board to: ● Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the Board. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees. ● 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❒ Yes❒	No❒ No❒
3.	**STUDENT SAFETY** ***(cross out the statement that DOESN'T apply 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:		
4.	**OFFENCES AGAINST THE LAW** ***(cross out the statements that don't 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.*

Applicant's Signature_____Date_____

Note: If completing this electronically a hard copy (signed) must be provided.