***OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.**

Te Ohanui - PALMERSTON NORTH SPECIALIST SCHOOL

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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

[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.

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. 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.

APPLICATION FOR EMPLOYMENT

Position applied for Location Vacancy/Reference Number

Team Leader	Te Ohanui	

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:	Work:

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 Yes ☐ No ☐ temporary or permanent loss of licence, or imprisonment?

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 Yes ☐ No ☐ that we should know to assess your suitability for appointment, your suitability for work with children or your ability to do the job? 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 Yes ☐ No ☐ on your ability to perform this job effectively? If “Yes”, please detail
For teaching/principal positions: Do you hold a current practicing certificate from the Teaching Council Yes ☐ No ☐ of Aotearoa New Zealand? Please enter your registration number:

Educational Qualifications

	Name	**Location**	**Number of years completed**	**Highest Qualification Gained**
Secondary School				

University **Other**				
Other				

Employment History

We require a chronological summary of work history for the preceding 5 years. 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)**	**Position held**	**Reason for leaving**
	to				
	to				
	to				
	to				
	to				

	to				

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

Authority to Approach Other Referees

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐

I certify that:

- The information I have supplied in this application is true and 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 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 _____

CODE OF CONDUCT

A staff member of this school in carrying out his / her stated duties will:

1. Ensure that the needs of students and their learning is paramount.
2. Treat all staff / students professionally, equally and respectfully irrespective of colour, race, ethnic or national origins, age, family responsibilities, sex, sexual orientation, marital status, disability, religious or ethical belief.
3. Abide by any statutory obligations.
4. Respect the integrity of other staff members, parents and students.
5. Demonstrate a commitment to professional growth and development.
6. Incorporate professional learning programs into the class and school setting.
7. Attend Team Teach Training as required by school Policies and Procedures.
8. Work cooperatively with other school staff.
9. Resolve conflict in a collaborative / non-confrontational manner.
10. Respect and ensure confidentiality of information.
11. Take responsibility for his / her actions and judgements.
12. Support Palmerston North Specialist School and its satellites as a positive educational option.
13. Be familiar with and follow Palmerston North Specialist School's Policies and Procedures and the School Handbook.

I have read, understood and agree to abide by the Code of Conduct of Palmerston North

Specialist School Signature: _____ Date: _____

Name (print): _____

Principal's Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO) INFORMATION

Applicant's Name:	

This information is used for statistical purposes only.
Please complete the following by ticking the appropriate box:

Gender: ☐ Male ☐ Female

Age: ☐Under 20 ☐21-30 ☐ 31-40
☐ 41-50 ☐ 51-60 ☐ over 60 years

Ethnic Origin:

☐ New Zealand European
☐ New Zealand Maori
☐ Tongan
☐ Indian
☐ Tokelauan
☐ Samoan
☐ Cook Island Maori
☐ Chinese
☐ Niuean
☐ Fijian
☐ Other (please state): _____

Disability/Disabilities: Do you live with the effects of injury, long-term illness or disability/disabilities?

☐ Yes ☐ No

Does your disability/injury/illness affect your… (tick all that apply to you).

☐ Movement ☐ Vision ☐ Hearing
☐ Concentration ☐ Speech ☐ Respiration/breathing
☐ Emotional/mental health
☐ Other (please state): _____

Do you need any technical aids or equipment, or adaptation to your workplace, to make your work easier or to increase your work performance? (this does not include glasses).

☐ Yes ☐ No

If yes, please provide more information:

Signature: _____ Date: _____