APPLICATION FOR APPOINTMENT TO OTAGO GIRLS' HIGH 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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.

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
	Dunedin	

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:	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 not, do you have resident status?	Yes ☐	No ☐
Have you ever had a criminal conviction? 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.)*	Yes ☐	No ☐
Have you ever received a police diversion for an offence? If "Yes"' please detail:	Yes ☐	No ☐
Have you ever been discharged without conviction for an offence? If "Yes" please detail:	Yes ☐	No ☐
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? If "Yes"' please detail:	Yes ☐	No ☐
Are you awaiting sentencing, or do you have charges pending? If "Yes"' please state the nature of the conviction/cases pending:	Yes ☐	No ☐
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment, your your suitability for work with children or your ability to do the job? If "Yes", please detail:	Yes ☐	No ☐

Have you ever been the subject of any concerns involving child safety? If “Yes” please detail:	Yes ☐	No ☐
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 ☐
For teaching/principal positions: Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand? Please enter your registration number:	Yes ☐	No ☐

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION STATEMENT
CONFIDENTIAL

Otago Girls' High School is an Equal Employment Opportunity Employer.

The information set out in this questionnaire is for Otago Girls' equal opportunity statistics only. Completing it will assist Otago Girls' to meet its equal opportunity goals.

THE QUESTIONNAIRE AND INFORMATION PROVIDED WILL NOT BE FORWARDED TO THE SELECTION PANEL WITH YOUR APPLICATION and will remain confidential to the EEO Officer.
If you choose not to provide the requested information, please complete Section One and return to: Otago Girls' High School, 41 Tennyson Street, Dunedin 9016, New Zealand.

Section One

Name: _____

Position Applying for: _____

I do not wish to complete any further questions on this form: ☐

Section Two

a) Gender: Male ☐ Female ☐

b) Date of Birth: _____

c) Ethnic Identity: Which Ethnic group(s) do you belong to:

Pakeha / Caucasian ☐
New Zealand Maori ☐ Please sepecify iwi: _____
Pacific Islander ☐ Please specify: _____
Asian ☐ Pease specify: _____
Other ethnic group ☐ Please specify: _____

d) Please indicate your Nationality

New Zealander ☐
Other ☐ Please specify: _____

e) Do you live with the effects of injury, long-standing illness, medical condition or disability?

Yes ☐ No ☐ If you wish to specify please do so: _____

Educational Qualifications

	Name	Location	Number of years completed	Highest Qualification Gained
Secondary School				
University				
Other				
Other				

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)**	**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**	**Landline (preferred)**	**Mobile**

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

Criteria (*knowledge, skills, attributes, personal characteristics*)	**Past roles in which you have demonstrated the criteria**	**What did you do which demonstrated this**	**Key achievements**
Knowledge			
Skills			
Attritbutes			
Personal Characteristics			

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.
- 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