St Peter's College
Ubi Petrus, Ibi Ecclesia

Application Form

Mission Statement:
St Peter's College is dedicated to providing the spiritual development and academic education of their students within the framework of the tradition of the Catholic church.

Vision:
St Peter's College celebrates being a Catholic faith community where students, teachers and families work in partnership to develop empowered, self-managing, lifelong learners, who live the gospel values in a changing world.

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 a curriculum vitae (CV) containing any additional information, if necessary.
3. 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.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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.
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 Vulnerable Children 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.

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 Vulnerable Children Regulations 2015.
9. 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 Board Chair.

APPLICATION FOR EMPLOYMENT

[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.

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

Position applied for	

Applicant Information					
Please circle	Mr	Mrs	Miss	Ms	Other
Surname/Family name					
First Names (in full)					
Birth Name (if different)					
Are you known by any other name(s)? (If yes please provide below) Yes ☐ No ☐					
Full Postal Address					
Home Phone			Mobile Phone		
Email Address					

Citizenship / Right to Work (if applicable please attach a photocopy of the visa with your application)	
Are you a New Zealand Citizen?	Yes ☐ No ☐
Do you have Permanent Residence status?	Yes ☐ No ☐
Do you have a current work permit?	Yes Visa Type Visa Number No **You may not be eligible to be employed in New Zealand**

New Zealand Practising Certificate (please provide a photocopy of registration)			
Teacher Practising Certificate Number			
Teacher Practising Certificate Expiry			
Certificate Status	Full ☐	Provisional ☐	Subject to Confirmation ☐
MOE Number			
Identity Verification, Criminal records *(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 had a criminal conviction?	Yes ☐ No ☐		

If "Yes" please detail	
Have you ever received a police diversion for an offence?	Yes ☐ No ☐
If "Yes" please give details	
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	
Have you ever been the subject of any concerns involving child safety?	Yes ☐ No ☐
Have you had any injury or medical condition caused by gradual process, disease or infection, which the tasks of this position may aggravate or contribute to?	Yes ☐ No ☐
If "Yes" please detail	

Relevant Qualifications / Certificates – include teacher training

Institution	Year/s	Qualifications/ Certificate Attained	Date Awarded

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) **Start date**		**End date**	**Employer's name** (or reason for gap in employment)	**Position held**	**Reason for leaving**
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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.

Name	**Organisation**	**Position/ Relationship**	**Mobile**	**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 authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, 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 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: If completing this electronically a hard copy (signed) must be provided.