South Westland Area School
For Wisdom We Strive
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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 description and referee's report template 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. You may attach an up-to-date curriculum vitae (CV) containing any additional information.
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 whanau / 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 Failure to complete this application and answer all questions truthfully, may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 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 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 document (e.g. NZ Driver licence). A list of acceptable primary and secondary documents is available in the last section 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 person cited in the advertisement.

APPLICATION FOR EMPLOYMENT

Position applied for:	Location:
	South Westland Area School

Tick one:

Mr		Mrs		Ms		Miss	

Surname / Family name:	First names (in full):

Birth name (if applicable:

Are you known by any other names? (If yes provide details below):

Full postal address:

E mail address:

Contact phone numbers:	
Personal:	Work:

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

Immigration information Are you a New Zealand citizen? If not, do you have resident status? Or Do you have a current work permit?	Yes	No
Have you ever had a criminal conviction? If 'Yes' please detail:	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 and 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
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

For teaching / Principal positions: Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand? Please enter your registration number:	Yes	No

Educational Qualifications

	Name	**Location**	**Number of years completed**	**Highest qualification gained**
Secondary School				
University				
Other				

Employment History

Please list your work experience for the last ten 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** **End**	**Employer's 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.

Name	Organisation	Position	Landline	Mobile

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

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria are stated in the person specifications. Please outline below how you will 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. (As this is a word document, feel free to shift the column/row lines to suit).

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

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 no reason why I would not be suitable to work with children / young people.
- I understand that if I 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: