Ruru
SPECIALIST SCHOOL

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position at our school.

If this is a Teaching, Therapy or Administrator position, please ensure you have a copy of the job description and person specifications before completing this application.

1. Please fully complete this form personally. Please ensure all questions are answered and make sure you sign and date where indicated on the last page.
2. **Attach a *curriculum vitae*** containing any additional information. For Teaching or Therapy positions please also attach a covering letter.
3. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview, you may bring whānau/support people at your own expense. Please let us know 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applicants for non-teaching positions will be asked to give consent to a police vet. Teaching staff are vetted through the registration process.
   It is a requirement in the Education Sector for all employees to be vetted.
   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 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 **and**
      - 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
   c. 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.
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. NZ driver license). A list of acceptable primary and secondary documents is available in the last sections of the Children's 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.

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

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.

APPLICATION FOR EMPLOYMENT

Position applied for

Tick One

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other _____

Surname/Family Name	First Names (in full)

Are you known by any other name(s)? (if yes please provide below) Yes No

Maiden Name (if applicable):

Full postal address

Email address

Contact telephone numbers

Personal:	Business:

Are you vaccinated against COVID-19	☐ Yes	☐ No
Do you have a current New Zealand driver's licence?	☐ Yes	☐ No
License Number (5a)_____	Expiry(4b)	_____ Class(7)_____
Do you have a current Practicing certificate from the Education Council of Aotearoa New Zealand?	☐ Yes	☐ No
Teacher Registration Number:	Status:	☐ Fully Registered ☐ Subject to Confirmation ☐ Provisional ☐ Other_____

Educational Qualifications
Please state your highest level qualification/s: *Please state any other qualifications that relate to the position:*

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				
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	to				
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Referees: *Please provide the names of 3 people who could act as referees for you. . One of these should be your current or most recent employer. 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	**Contact Details** **(organization and address)**	**Phone**	**Email**	**Relationship**

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 Teaching Council of Aotearoa New Zealand or any other educational/professional organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the 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, ☐ Yes ☐ No
status type_____

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? ☐ Yes ☐ No

If "Yes" please detail:

Have you 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 been the subject of any concerns involving student safety? ☐ Yes ☐ No

If "Yes"' please detail:

Are you awaiting sentencing/currently 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 ability to do the job? ☐ Yes ☐ No

If "Yes" please elaborate:

Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? ☐ Yes ☐ No

If "Yes", please detail:

Skills and experience related to the position

Teaching, Therapy or Administrator Positions only:-

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics.

Please outline below how you meet each of the special abilities listed in the **Personal Specifications** section in the Information Pack.

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 tor 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 at interview