Application Form Kelburn Normal School

Thank you for applying for a position with our school. Please ensure your application includes the following:

- Completed application form
- Curriculum Vitae
- Covering letter (which includes the skills you will bring to enhance our kura)

Please send your completed application form, cover letter, and CV addressed to the principal Kent Favel to: kelburnjobs@kelburnnormal.school.nz by the closing date outlined in the notice. If you have any questions or enquiries, please contact: admin@kelburnnormal.school.nz

Further information about our school can be found on our school website.

We look forward to receiving your application.

If you would like to speak about your application, you are welcome to make contact with me.

Ngā mihi nui

Kent Favel
Tumuaki /Principal
Ngā Tātarakihi o Ahumairangi / Kelburn Normal School
Telephone: 04 475 9351

Some notes to support your application

1. Please complete this form personally. Ensure you answer all the questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) and a covering letter.
3. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
5. All applicants will be required to give consent to a Police vet.
    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 states certain convictions do not have to be disclosed providing:
        i. you have not committed any offence within 7 consecutive years of being sentenced for the offence
        ii. You did not serve a custodial sentence at any time
        iii. The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
        iv. You have paid any fines or costs
6. 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 (eg: passport) and a secondary identity document (eg: New Zealand drivers licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children 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.

Application for Employment

Position you are applying for

Surname/Family name	First names (in full)	Pronouns

Are you known by any other name(s)? If yes, please provide details below. Yes ☐ No ☐

Full postal address

Email Address

Mobile Number

Qualifications			
Teaching Qualification/s			
Awarding Institution/s			
Practising Certificate	Registration Number	Certification Category	Certification Expiry

			Date
Higher Teaching Qualification (if yes, provide details)			

Present Employment	
Employer	
Position Held	
Time in position	

Employment History (VCA requirements, please complete for the last 5 years)					
Period worked (please start date and end date) **Start date**		**End date**	**Employer's Name** **(or reason for employment gap)**	**Position held**	**Reason for leaving**
	to				
	to				
	to				
	to				
	to				

Referees

Please provide the names of three people who can 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 listed below, please note that we may contact the writers of those references.

Name	**Organisation**	**Position/Relationship**	**Contact Number**

Identify 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 A current work permit	 **Yes** ☐ **No** ☐ **Yes** ☐ **No** ☐ **Yes** ☐ **No** ☐
Have you ever had a criminal conviction? If yes, please provide detail: *A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014. 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 provide detail:	**Yes** ☐ **No** ☐
Have you ever been discharged without a conviction for an offence? If yes, please provide 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 a temporary or permanent loss of licence, or imprisonment? If yes, please provide 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 an 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** ☐

Declaration

- The information I have supplied in this application is true and correct.
- I agree that the Kelburn Normal School Board of Trustees, or a representative, may contact the persons named as referees to provide references and to make inquiries of others as necessary to further this application. I agree that this may also mean contacting any people who aren't named in a reference that I have submitted within my CV.
- The information given in this application is confidential and will only be used for the purpose of this application. I understand that I can have access to this information upon written request.
- 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 dismissal.

Signature:

Date: