INFORMATION FOR APPLICANTS

Thank you for applying for the position of Scale A teacher at Pinehill School.

Please download and complete this form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.

1. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
2. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
3. If you are selected for 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. **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 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 fine 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.
6. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
7. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
8. All information received will be confidential to the selection committee.
9. **Visits to the school will be made available to short listed candidates. Arrangements for this will be made known to those concerned.**
10. **N.B. If shortlisted, you will be required to bring to your interview, copies of two types of identification along with the originals to be sighted. 1. If possible this should be photo ID e.g. passport and a NZ Drivers Licence 2. If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number**

APPLICATION FOR APPOINTMENT
PINEHILL SCHOOL

Position applied for:

Personal Details:

Name: _____

Address: _____

_____

_____

Registration No: _____

Expiry Date: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Present Employer:

Name of present employer:

_____

Address: _____

_____

_____

Position held: _____

Work Phone: _____

Other Phone: _____

Date commenced: _____

Referees: (Complete at least two)

Name: _____

Address: _____

_____

_____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Name: _____

Address: _____

_____

_____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Name: _____

Address: _____

_____

_____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Other Information:

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached ☐ Yes ☐ No

If yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Teachers Council? ☐ Yes ☐ No

Do you have a current New Zealand Driver Licence? ☐ Yes ☐ No

Do you give permission for your police record to be checked? ☐ Yes ☐ No

Are you a New Zealand Citizen ☐ Yes ☐ No

- If not, do you have residential status? ☐ Yes ☐ No
- A current work permit? ☐ Yes ☐ No

Have you changed your name by deed poll / statutory declaration? ☐ Yes ☐ No

Other names known by: _____

Privacy Act 1993

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore consent is given for members of the Pinehill School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position including accessing any information used by the Education Council of Aotearoa New Zealand (EDUCANZ)

APPLICANT'S SIGNATURE: _____ DATE: _____

Declaration:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences). Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment? ☐ Yes ☐ No

If *YES*, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I know of no reason why I would not be suitable to work with children/young people.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

APPLICANT'S SIGNATURE: _____ DATE: _____