## West Park School

# 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 person specification 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. 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 sentence1 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 person cited in the advertisement.

***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.**

# APPLICATION FOR APPOINTMENT

| Position Applied For | Location | Vacancy/Reference No. |
|---|---|---|
| Learning Support Coordinator (LSC)/ SenCo - Permanent Part-time (0.6 FTTE) | Johnsonville, Wellington | West Park School<br>Term 1, 2027 |

Tick One

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Or other preferred title:

| Surname/Family Name | First Names (in full) |
|---|---|
| | |

Birth name (if Applicable)

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

Date of Birth

Email address

Contact Telephone Numbers

| Landline: | Cellphone: |
|---|---|

Full postal address

Teachers Registration

| Number: | Expiry date: |
|---|---|

## *Identity Verification, Criminal Record and Right to Work*

Please Tick the Appropriate Boxes

**Imigration information**

Are you a New Zealand citizen? Yes ☐ No ☐

If not, do you have resident status, or Yes ☐ No ☐

A current work permit? Yes ☐ No ☐

*Where appropriate, please attach evidence of eligibility to work in New Zealand.*

Have you ever had a criminal conviction? Yes ☐ No ☐

*(convictions that fall under the clean slate scheme do not have to be disclosed)*

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 State 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:

Do you have a current New Zealand driver's licence? Yes ☐ No ☐

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:

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:

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

If "Yes", please detail:

| | |
|---|---|
| Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?<br><br>If "Yes", please detail: | Yes ☐ No ☐ |
| I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer. | Yes ☐ No ☐ |

## Educational Qualifications

| | Name | Location | Number of years completed | Highest Qualification Gained |
|---|---|---|---|---|
| **Secondary School** | | | | |
| **University** | | | | |
| **Other** | | | | |
| **Other** | | | | |

## Employment History

Please list your work experience for the past eight 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 & end dates) | | | Employer's name (or reason for gap in employment) | Position held | Reason for leaving |
|---|---|---|---|---|---|
| Start date | | End date | | | |
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**For each of the following items could you self-reflect using the following key: 'Excellent', 'Good', 'Satisfactory' or 'Poor'. No explanations needed, simply your initial reaction.**

| ✓ | Excellent | Good | Satisfactory | Poor |
|---|---|---|---|---|
| Relationship with staff | [ ] | [ ] | [ ] | [ ] |
| Ability to work in a team | [ ] | [ ] | [ ] | [ ] |
| Relationship with pupils | [ ] | [ ] | [ ] | [ ] |
| Relationship with community | [ ] | [ ] | [ ] | [ ] |
| Classroom management | [ ] | [ ] | [ ] | [ ] |
| Planning, preparation and evaluating programmes | [ ] | [ ] | [ ] | [ ] |
| Quality of teaching and learning provision | [ ] | [ ] | [ ] | [ ] |
| Curriculum knowledge | [ ] | [ ] | [ ] | [ ] |
| Assessment knowledge | [ ] | [ ] | [ ] | [ ] |
| Experience of using ICT | [ ] | [ ] | [ ] | [ ] |
| Contribution to wider aspects of school life and ethos | [ ] | [ ] | [ ] | [ ] |
| Commitment to own professional development | [ ] | [ ] | [ ] | [ ] |
| Potential for further promotion | [ ] | [ ] | [ ] | [ ] |
| Honesty & integrity | [ ] | [ ] | [ ] | [ ] |
| Flexibility | [ ] | [ ] | [ ] | [ ] |

**Person Specifications**

Please provide up to three (3) evidential bullet points with a brief explanation, for each of the following *Person Specifications*. You are welcome to extend the boxes, if you wish.

| PERSON SPECIFICATIONS | AS EVIDENCED BY |
|---|---|
| • Builds strong relationships with staff, students and wider community | |
| • Strong and capable leadership | |
| • Supports staff wellbeing while maintaining a strong focus on learners | |
| • Positive and motivational | |
| • Inclusive and diversity focussed | |
| • Strong understanding and knowledge of the Curriculum and current pedagogy | |
| • Child-centred and caring | |
| • Good communication and listening | |
| • Is a good steward of finances and resources | |

## 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 | Landline (preferred) | 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 ☐ |

I certify that the information I have supplied in this application is true and correct. 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. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signature _____Date ____/____/2026

**Note:** ***If completing this electronically a hard copy (signed) must be provided.***

**Privacy.** This application and supporting materials will remain confidential to the West Park School Board.