Employment Information Form

Pre-employment Declarations

Important Information

The Board of Trustees requires all prospective employees to complete this form before any offer of employment is made.

The information provided will be held securely on your personal file as part of your employment record.

You must provide true and accurate information.
In accordance with the Training and Education Act 2020 and the Children's Act 2014, the school is required to prioritise student safety and complete a police vet before employment commences.

Please Note:

- You must complete a consent form before a police vet can be processed.
- You cannot be employed as a children's worker if you have been convicted of a specified offence under Schedule 2 of the Children's Act 2014 (unless an exemption has been granted).
- The Criminal Records (Clean Slate) Act 2004 does not apply to Schedule 2 offences.
- Failure to provide accurate information may result in withdrawal of an offer or termination of employment.

Section 1: Employee Details

Position applied for	Location

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 ☐

Full postal address

Email address

Contact telephone numbers

Personal:	Work:

Section 2: Immigration and Right to Work

Are you a New Zealand citizen?

☐ Yes ☐ No

Do you have New Zealand residency?

☐ Yes ☐ No

Do you hold a valid work visa? If yes, please outline the conditions of this visa below and provide a copy of your visa:

☐ Yes ☐ No

Section 3: Criminal Record and Legal History

Have you ever had a criminal conviction?

☐ Yes ☐ No

If yes, please detail:

Have you ever received a police diversion?

☐ Yes ☐ No

If yes, please detail:

Have you ever been discharged without conviction?

☐ Yes ☐ No

If yes, please detail:

Are you awaiting sentencing or have charges pending?

☐ Yes ☐ No

If yes, please provide details:

Section 4: Child Safety and Suitability

Are there any factors relevant to your suitability for working with children or performing this role that we should be aware of?

☐ Yes ☐ No

If yes, please detail:

Have you ever been the subject of concerns relating to child safety?

☐ Yes ☐ No

If yes, please detail:

Section 5: Driver's Licence

Do you hold a current New Zealand driver's licence?

☐ Yes ☐ No

Have you ever lost your licence or been imprisoned for a driving offence?

☐ Yes ☐ No

If yes, please detail:

Section 6: Health Declaration

Are you aware of any injury or medical condition that may affect your ability to perform this role?

☐ Yes ☐ No

If yes, please provide details:

Section 7: Declaration

I, _____ (full name), declare that the information provided in this form is true and accurate to the best of my knowledge.

I understand that providing false or misleading information may result in withdrawal of an offer of employment or termination of employment.

Signature: _____

Date: _____