Papakura Normal School

Others Achieve Respect

Pukapuka tono | Application

Thank you for applying for a position with our school.

1. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Please complete this form by either typing in your responses or ticking the appropriate boxes. It is advisable to save it before actually starting to fill it in, remember to save as you go.
3. Write a cover letter to apply for the position and put this in front of this form.
4. Attach a curriculum vitae (CV) containing any additional information, if necessary. **Your CV must explain how you meet the person specification that is in the advertisement.**
5. 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.
6. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
7. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
8. All applicants will be required to give consent to a Police vet.
9. 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 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.
10. 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.
11. 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 center 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.

Nga Taipitopito Whaiaro	Personal details		
Last name:		**First name/s:**	
Birth name / other name(s) known by:			
Gender (optional):		**Ethnicity (optional):**	
Date of birth (optional):		**Email address:**	
Preferred contact telephone number:			
Postal Address:			

Nga Taipitopito Tiwhikete	Certification Details					
Teaching Council of Aotearoa	Number:		Expiry Date:			
Practising Certificate [TICK]	Tūturu|Full (1)	Pūmau|Full (2)	Tōmua|Provisional	**Teaching experience:**	Years	Months

Te whai mana ki te mahi i Aotearoa	Entitlement to work in NZ			
Are you a citizen of Aotearoa / New Zealand?	**Yes**		**No**	
If not a citizen, do you have resident status?	**Yes**		**No**	
If not a citizen or a resident, do you have a current work permit?	**Yes**		**No**	

Manatokotanga tuakiri	Identity verification			
If a resident/citizen, please provide your IRD number:				
Do you hold an Aotearoa|New Zealand driver's licence?	**Yes**		**No**	
Licence number:		**Expiry Date:**		
Do you hold an Aotearoa|New Zealand passport?	**Yes**		**No**	
Passport number:		**Expiry Date:**		
Do you hold a foreign passport?	**Yes**		**No**	
Passport number:		**Expiry Date:**		
Residency Visa #:		**Work Visa #:**		

NOTE: *Should you be called for an interview you will be required to present the originals of the above documents.*

Te haumaru tamariki	**Child Safety**			
NOTE: *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 had a criminal conviction?	**Yes**		**No**	
If "yes" please provide details:				
Have you ever received a police diversion for an offence?	**Yes**		**No**	
If "yes" please provide details:				
Have you ever been discharged without conviction for an offence?	**Yes**		**No**	
If "yes" please provide details:				
Have you ever been convicted of a driving offence which resulted in in temporary or permanent loss of licence, or imprisonment?	**Yes**		**No**	
If "yes" please provide details:				
Are you awaiting sentencing, or do you have charges pending?	**Yes**		**No**	
If "yes" please provide details:				
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?	**Yes**		**No**	
If "yes" please provide details:				
Have you ever been the subject of any concerns involving child safety?	**Yes**		**No**	
If "yes" please provide details:				
Have you had any 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?	**Yes**		**No**	
If "yes" please provide details:				

Te Tirohanga Tohutoro	**Reference Checking**

Please provide the names of **three people** who could act as referees for you. One of these must be your current or most recent employer. Another (if not your employer) is to be someone who can talk about your practice because of their involvement as an appraiser, tutor teacher, associate teacher or visiting lecturer. Please list your current/previous employer first 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.

Ingoa|Name:		
Te hononga ki a koe|Relationship to you:		
Īmēra|Email:		
Tau waea|Phone number/s:		
Ingoa|Name:		
Te hononga ki a koe|Relationship to you:		
Īmēra|Email:		
Tau waea|Phone number/s:		
Ingoa|Name:		
Te hononga ki a koe|Relationship to you:		
Īmēra|Email:		
Tau waea|Phone number/s:		

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 its representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand 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 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 or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

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Kua hainatia\|Signed **Rā\|Date:**