TWIZEL
AREA SCHOOL

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. 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.
5. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a New Zealand Police vet:

   a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained 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 that certain convictions do not have to be disclosed, provided:

   - you have not committed any further offence within 7 consecutive years of being sentenced
   - you did not serve a custodial sentence[1] at any time

[1] **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.

- the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's 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. All applicants are required to provide police certificates for any country they have lived in for more than 12 months in total since they turned 16. This will be at your expense unless we advise otherwise.

   a) You cannot be employed as a children's worker if you have been convicted of a specified offence in an overseas jurisdiction that would be equivalent to an offence under Schedule 2 of the Children's Act 2014 (unless you have obtained an exemption).

   b) If you have resided in Australia for more than 12 months since you turned 16, an Australian National Police History Check will be included as part of obtaining your New Zealand Police Vet.

   c) If you cannot obtain a police certificate from a particular country, you will need to be able to provide proof of your attempts to obtain one *and* make a statutory declaration in the presence of a person authorised to take a statutory declaration in the form set out in Schedule 1 of the Oaths and Declarations Act 1957 confirming you do not have any overseas criminal convictions or that you do and what they are for.

9. 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 Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.

10. For the successful candidate, this document will be held on their personal file; otherwise, the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

11. The information you provide may be disclosed to GovHub School Board Services Limited for the purposes of seeking advice related to this recruitment process. This information will be handled in accordance with their privacy statement.