Application For Employment

Position Applied For:						
Surname:						
First Name(s):						
Full Postal Address:						
Email Address:						
Contact Ph Numbers:	Private		Work		Mobile	

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our centre. Please ensure you have a copy of the job description and person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.

2. Attach a covering letter that includes a brief description of why you want this position and why you feel you would be the best candidate.

3. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please provide current contact details for the writers and note that we may contact them.

4. Only copies of qualification certificates should be attached, rather than original documents. If you are successful in your application, note that you will be required to provide originals.

5. If you are selected for an interview, you may bring whanau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or your employment being terminated if any information you provide is later found to be incorrect or misleading.

7. Shortlisted applicants for non-teaching positions will be asked to give consent to a police vet. Qualified teaching staff will have been vetted through the registration process. It is a requirement in the Education Act 1989 for all employees to be police vetted.

8. In terms of Criminal Convictions, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed if:

- You have not been convicted of any offence within 7 (consecutive) years of your last conviction; **and**
- You have never been sentenced to imprisonment, home detention or any other custodial sentence (including corrective training and borstal); **and**
- You have never been convicted of a specified offence (specified offences are set out in the Clean Slate Act and are sexual in nature); **and**
- You have never been ordered by a Court following a criminal case to be detained in hospital due to your mental condition, instead of being sentenced; **and**
- You have never been indefinitely disqualified from driving for repeat drink driving offences; **and**
- You have paid any fines, reparation, or costs ordered by the Court in a criminal case.

Please note that even if you are not obliged to disclose convictions (i.e. all of the above apply to you), you can do so if you wish. If you are uncertain as to whether you are eligible or not, you should seek advice from the Ministry of Justice.

9. This application form and supporting documents will be held by the centre. You may access these documents in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

EDUCATIONAL QUALIFICATIONS

Please state your last secondary level qualification:

Please state your tertiary-level qualification(s), which institution is was issued by and the year it was conferred:

Please state any other qualifications relevant to the position:

If you are applying for a teaching position, please confirm your registration status and practicing certificate number. Include details of any restrictions.

EMPLOYMENT HISTORY

Please outline your most recent employment history, beginning with your current or latest job:

Period Worked	Employer's Name	Position Held	Reason for Leaving

REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance in your current or most recent role. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references. We will advise you before contacting your referees.

Name	Address	Telephone	Relationship

PLEASE TICK THE APPROPRIATE BOXES

Are you a New Zealand Citizen?	YES ☐	NO ☐
If not, do you have resident status?, or	YES ☐	NO ☐
A current work permit?	YES ☐	NO ☐

Have you ever had a criminal conviction?[1]	YES ☐	NO ☐
If yes, please detail:		
Have you ever been convicted of a traffic offence which resulted in temporary or permanent loss of license or imprisonment?[2]	YES ☐	NO ☐
If yes, please detail:		
Are you awaiting sentencing or currently have charges pending for any offence?	YES ☐	NO ☐
If yes, please detail:		
In addition to the information provided above, are there any other factors that we should know to be able to assess your suitability for appointment and ability to do the job?	YES ☐	NO ☐
If yes, please detail:		

HEALTH ISSUES

If necessary you may be required to undergo a pre-employment medical check, the costs of which will be met by the centre.

Do you have any known health condition of any kind, which may affect your ability to effectively carry out the functions and responsibilities of the position applied for?	YES ☐	NO ☐
If yes, please detail:		
Have you suffered any injury or illness that may affect your ability to effectively carry out the physical requirements, functions and responsibilities of the position applied for (eg, a previous back injury, Carpal Tunnel, Tennis Elbow or any other repetitive strain injury)?	YES ☐	NO ☐
If yes, please detail:		
Are you on any medication which may affect your performance in the position that you have applied for?	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 requirements of this position may aggravate or contribute to?	YES ☐	NO ☐
If yes, please detail:		

SKILLS & EXPERIENCE RELATED TO THE POSITION

Do you have a current driver's license?	YES ☐	NO ☐
Do you have a current First Aid Certificate?	YES ☐	NO ☐

Please summarise below your Professional Development activities over the last 12 months

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, my employment may be terminated.

Signed		Date	

1 Refer to notes section. In some circumstances, you will not be required to disclose New Zealand convictions. For more information seek advice from the Ministry of Justice.

2 As above.