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HUNTLY COLLEGE
APPLICATION FOR APPOINTMENT

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a 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 whaanau / 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 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 certain convictions do not have to be disclosed providing:
      - 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
      - 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. 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.
9. This information will be held by the employer. 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.

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.

APPLICATION FOR APPOINTMENT

Position Applied For	Applications Close
Curriculum Leader - English	**Wednesday, 09 December 2026**

Tick One

Mr ☐	Mrs ☐	Ms ☐	Miss ☐

Or Other Preferred Title:

Surname / Family Name	First Names (in full)

Full Postal Address

Contact Details

Private:		Business:	
Mobile:		Email:	

Teacher Registration Status

Registration Number:		Expiry:		Status:	

Please Tick The Appropriate Boxes

Proof of identity and right to work check

Shortlisted applicants being interviewed will need to provide two original types of identification (one photo ID e.g. passport, New Zealand driver's licence and the other a record ID e.g. birth certificate, bank statement, a bill).

<u>Immigration information</u> Are you a New Zealand citizen?	Yes ☐	No ☐
If not, do you have resident status, or	Yes ☐	No ☐
A current work permit?	Yes ☐	No ☐

Please Tick The Appropriate Boxes

Have you ever had a criminal conviction? *(convictions that fall under the clean slate scheme do not have to be disclosed)* If "Yes" please detail:	Yes ☐	No ☐
Have you ever received a police diversion for an offence? If "Yes" please detail:	Yes ☐	No ☐
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes ☐	No ☐
Are you awaiting sentencing / currently have charges pending? If "Yes" please state the nature of the conviction / cases pending:	Yes ☐	No ☐
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? If "Yes" please elaborate:	Yes ☐	No ☐
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? If "Yes" please detail:	Yes ☐	No ☐
Do you have a current driver's licence?	Yes ☐	No ☐

Educational Qualifications

	Name and Location	Period Attended	Highest Qualification Gained
Secondary School			
Private Training Establishment (PTE)			
Polytechnic			
University			
Other			

Employment History

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

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names and details of your referees. Forward the attached report to your nominated referees. At least one of these should be able to attest to your work performance. If you have included any additional written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Address	Telephone	Relationship (e.g. employer / principal)

Authority to approach other referees: I authorise the Board, or nominated representative, to approach persons or the Education Council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐
I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa NZ (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 ☐

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. Please outline below how you meet each of these attributes and abilities. Even though you are attaching a C.V., please fill this out in full. The Principal can assist with any questions you might have.

Knowledge, skills, attributes and personal characteristics	**Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics**	**What did you do which demonstrated this?**

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 2020 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.

Signature _____ Date _____

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