GISBORNE BOYS' HIGH SCHOOL

*Courage Knows No Defeat - Turanga Tane, Toa Hinga Kore, Toa Mate Kore*

# APPLICATION FOR EMPLOYMENT

## 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 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 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.

[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.

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 licence). 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. 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.

Gisborne Boys' High School

# Application For Employment

Position Applied for:

English, with ability to teach social studies

Permanent / Fixed Term:

Permanent

## PERSONAL DETAILS

Name in full (any alternative to naming conventions here?):

Preferred name:

Email:

Phone Number:

Address:

Postcode:

NZ Citizen: YES ◯ / NO ◯ If not, do you have a NZ Work Permit: YES ◯ / NO ◯

Criminal Conviction: YES ◯ / NO ◯ Discharge without Conviction: YES ◯ / NO ◯

Details:

| Degree | University | Year |
|---|---|---|
| | | |
| | | |
| | | |

**Other Qualifications:**

| | | |
|---|---|---|
| | | |
| | | |
| | | |

Relevant Experience:

**REFEREES** (note - no contact will be made without first obtaining the consent of the applicant):

Name:

Phone: Email:

*Capacity in which you have known this person:*

Name:

Phone: Email:

*Capacity in which you have known this person:*

Name:

Phone: Email:

*Capacity in which you have known this person:*

Any other additional information you consider relevant:

## DECLARATION:

I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct. I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated:

Applicant's Full Name:

Applicant's Signature
(add your scanned signature here)

Date: