With feathers, the bird will fly.
Mā ngā huruhuru ka rere ai te manu.

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you read and have a copy of the job description and person specifications (if relevant) 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 and curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.

3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.

4. If you are selected for an interview you may bring Whanau/support people at your own expense. Please advise if this is your intention.

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.

6. Shortlisted applicants will be asked to give consent to a Police vet. It is a requirement in the Education Sector for all employees to be vetted.

7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 and
-You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing seriously bodily harm
-The offence was not a specified offence (specified offences are in the main sexual in nature) and
-You have paid any fine or costs

Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

9. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and then will be destroyed.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

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APPLICATION FOR EMPLOYMENT

Position applied for :	

Circle one : Mr Mrs Ms Miss Other Title_____

Surname / Family Name: **Full Names (if full)**

Home Address (and Postal if different from home)

Contact Telephone Numbers : **Email Address:**

Please circle the appropriate boxes:

Are you a New Zealand Citizen If not, do you have resident status , or A current work permit?	Yes Yes Yes	No No No
Have you ever had a criminal conviction? (convictions that fall under the clean slate scheme do not have to be disclosed) If "yes" please provide the detail:	Yes	No
Have you ever received Police diversion for an offense? If "Yes" please provide detail:	Yes	No
Are you awaiting sentencing / currently have charges pending? If "Yes" please state the nature of the conviction / case pending:	Yes	No
Police Vet - If your application is successful, you will be required to undergo a Police vetting check and the offer of employment remains conditional until such time as this has been completed and is satisfactory. Please confirm your acknowledgement that you have read this.	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 give detail:	Yes	No
Do you have a current drivers license?	Yes	No
Do you have a current First Aid certificate and when does it expire?	Yes	No

Educational Qualifications:

Please state your last secondary level qualification:
Please state your tertiary level qualification/s:
Please state any other qualifications that relate to the position:

Employment History

Please outline 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 of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references:

Name	Address	Phone & Email address	Relationship (eg Employer / Principal)

Authority to approach other referees: I authorise the Board or nominate representative, to approach persons or the Teachers Council, other than the referees who names I have supplied, to gather information related to my suitability for appointment to the position. **Yes / No (please circle)**

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 omitted any important information, I may be disqualified from appointment, or if appointed be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorized access to referees.

Signature:_____ Date:_____

Note: if completing this form electronically a signed copy must be provided