KAIAPOI BOROUGH SCHOOL

**Application for Employment**

**Important Notes for Applicants**

**Thank you for applying for a position at our school. Please ensure you have a copy of the position description before completing this application.**

1. Please fully complete this form personally. It is important you answer all the questions and sign/date where indicated on the last page.
2. Attach a curriculum vitae.
3. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise ahead of the interview if this is your intention.
4. Failure to complete this application, or to answer all questions truthfully, may result in any offer of employment being withdrawn, or appointment being terminated.
5. All applicants will be required to give consent to a Police vet.
6. a) Applicants may not be employed as a children’s worker if they have been convicted of a specified offence listed in Schedule 2 of the Children’s Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in our Police vetting results.  
   b) The Clean Slate Act 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
* You did not serve a custodial sentence[[1]](#footnote-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. If successful in your application, as proof, you will be required to provide your original qualifications.
2. Successful applicants will need to provide originals of both a primary identity document (e.g. passport) and a secondary identify 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 Regulations 2015. This information will be held by the employer on the successful applicant’s personal file. You may access it is accordance with the provisions of the Privacy Act 1993.

KAIAPOI BOROUGH SCHOOL

**Application for Employment**

|  |  |
| --- | --- |
| **Position Applied for:** | **Vacancy/Reference No.** |
|  |  |

**Select One:** Mr  Mrs  Ms  Miss  Other:

|  |  |
| --- | --- |
| **Surname/Family Name:** | **First Names (in full)** |
|  |  |

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| --- |
| **Are you known by any other name(s)?** If Yes, please provide below. |
|  |

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| --- |
| **Postal Address:** |
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| **Email Address:** |
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|  |  |  |
| --- | --- | --- |
| **Contact Telephone Numbers:** | | |
| (mobile): | (work): | (home): |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Teaching/Principal positions:**  **Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?** | | | Yes | No |
| **Teacher Registration No.** | **Registration Expiry Date:** | **Registration Status:** | | |
|  |  | Full:  Provisional: | | |
| **MOE Number** |  |  | | |

**Identity Verification, Criminal Record and Right to Work (please tick the appropriate boxes):**

|  |  |  |
| --- | --- | --- |
| **Immigration Information**  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?** *(A board may not employ or engage a children’s worker who has been convicted of an offence specified in Schedule 2 of the Children’s Act 2014. The Clean Slate Act does not apply to schedule 2 offences).*  If “Yes”, please detail below: | Yes | No |
| **Have you ever received a police diversion for an offence?** *(A diversion is when a charge is withdrawn and a conviction is not recorded).*  If “Yes”, please detail below | Yes | No |
| **Have you ever been discharged without conviction for an offence?**  If “Yes”, please detail below | Yes | No |
| **Do you have a current New Zealand driver’s licence?** | Yes | No |
| **Have you ever been convicted of a driving offence with resulted in temporary or permanent loss of licence, or imprisonment?**  If “Yes”, please detail below | Yes | No |
| **Are you awaiting sentencing or do you have charges pending?**  If “Yes”, please state below the nature of the conviction/cases pending: | Yes | No |
| **In addition to other information provided are there any other factors we should know to assess your suitability for appointment and your ability to do the job?**  If “Yes”, please detail below: | Yes | No |

|  |  |  |
| --- | --- | --- |
| **Have you ever been the subject of any concerns involving child safety?**  If “Yes”, please detail below: | Yes | No |
| **Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?**  If “Yes”, please detail below: | Yes | No |

**Employment History *(Please only complete this section if these details are not already in your Curriculum Vitae).***

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked, and explain any gaps in employment. If you were self-employed, give details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period Worked**  (please specify the start and end dates) | | **Employer’s Name**  (or reason for gap in employment) | **Position Held** | **Reason for Leaving** |
| Start date | End date |
|  |  |  |  |  |
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**Referees *(Please only complete this section if these details are not already in your Curriculum Vitae).***

Please provide the names of three people who could act as a referee for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employ in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Organisation** | **Position/**  **Relationship** | **Landline** | **Mobile** |
|  |  |  |  |  |
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**Professional Standards: *(Please only complete this section if these details are not already in your Curriculum Vitae).***

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These professional standards are stated in the generic position description. Please outline below how you meet each of these attributes and abilities. *The contact person cited in the advertisement can assist with any questions.*

|  |  |
| --- | --- |
| **Standard**: |  |
| 1. Te Tiriti o Waitangi Partnership |  |
| 1. Professional Learning |  |
| 1. Professional Relationships |  |
| 1. Learning-focused culture |  |
| 1. Design for learning |  |
| 1. Teaching |  |

**I certify that:** (please check)

The information I have supplied in this application is true and correct

I confirm in terms of the Privacy Act 1993 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:**

1. **Custodial sentence** means a sentence of imprisonment and includes correctrive training, preeventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentencew that request 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. [↑](#footnote-ref-1)