

LEMONWOOD GROVE SCHOOL - TE URU TARATA

Application for Appointment | Assistant Principal

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the Job Description before completing this application.

This application needs to be completed, printed off and sent as part of your application package.

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. Send a digital copy of your 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. All 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. a) 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 serious bodily harm) and
 - 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 preventive 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.

b) Under the *Vulnerable Children Act 2014*, core workers in schools will not be covered by the Clean Slate.

All serious sexual or violent offenses against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

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

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

Application for Employment

Position applied for	Location	Vacancy/Reference No.

Tick One

Mr ☐ Mrs ☐ Ms ☐ Miss ☐

Or other preferred title:

Surname/Family name	First names (in full)

Are you known by any other name(s)? (if yes please provide below) Yes ☐ No ☐

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Maiden Name (if applicable):

Full postal address

Email address

Contact telephone numbers

Private:	Business:

Please tick the appropriate boxes:

Proof of identity and right to work check

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

Immigration information

Are you a New Zealand citizen? Yes ☐ No ☐

If not, do you have resident status, or
No ☐ Yes ☐

A current work permit Yes ☐ No ☐

Have you ever received a police diversion for an offence? Yes ☐
No ☐

If "Yes" please detail:		
Have you ever been convicted of a driving offence which resulted in No ☐ temporary or permanent loss of licence, or imprisonment?	Yes ☐	
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes ☐	No ☐
If "Yes" please state the nature of the conviction/cases pending:		
In addition to other information provided are there any other factors No ☐ that we should know to assess your suitability for appointment and ability to do the job?	Yes ☐	
If "Yes", please elaborate:		
Have you ever been the subject of any concerns involving student safety? ☐	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 tasks of this position may aggravate or contribute to?	Yes ☐	No ☐
If "Yes", please detail:		

Do you have a current New Zealand driver's licence?	Yes ☐	No ☐

Authority to approach other referees

I authorise the board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐
I authorise the board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐
I authorise the board, or nominated representative, to approach organisation other than those stated in this application (eg. NZ Police), or to gather information related to my suitability for appointment to the position.	Yes ☐	No ☐

Declaration

Application for Position - Lemonwood Grove School | Assistant Principal

Full Legal Name: _____

I, _____ certify that:

- The information I have supplied in the online form and throughout my application is this application is true and correct.

- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees and other sources of information in relation to this application.
- 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 _____

This form must be printed, signed with your handwritten signature, scanned and emailed to the school as part of this application (principal@lemonwoodgrove.school.nz).