



# APPLICATION FOR EMPLOYMENT

## Important Notes for Applicants

**Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 <sup>[1]</sup> 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. 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 FORM

### POSITION APPLIED FOR

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### PERSONAL DETAILS

Full Name	
Address	
Mobile phone	
Email	

### TEACHER REGISTRATION DETAILS

Teacher registration #	
Classification	
Date of expiry	

### CURRENT EMPLOYMENT DETAILS

Name of current school	
Year started	
Position(s) held	



**PAST EMPLOYMENT DETAILS** (Please complete for at least the last five years)

Name of school	
Position(s) held	
Date started/date left	
Reason for Leaving	
Name of school	
Position(s) held	
Date started/date left	
Reason for Leaving	
Name of school	
Position(s) held	
Date started/date left	
Reason for Leaving	

*Please complete on a separate sheet if needed*



## HEALTH

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the vacancy you are applying for may aggravate or contribute to, or that may affect your ability to carry out the work of the vacancy you are applying for?

No

Yes

## EDUCATION / QUALIFICATIONS

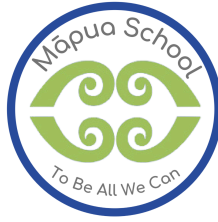
Qualifications Summary - please list below your qualifications by institution and year completed (most recent first)

Qualification	Institution	Year of Graduation or % completed

## TERTIARY STUDIES

NOT professional development courses

Qualification	Institution	% completed (estimate)



<b>PROFESSIONAL DEVELOPMENT</b>		
Course/programme	Provider	Dates

<b>REFEREES</b>	
<b>REFEREE 1</b>	
Name	
Mobile phone	
Email	
Relationship to you	
Position held and where	



**REFEREE 2**

Name	
Mobile phone	
Email	
Relationship to you	
Position held and where	

**REFEREE 3**

Name	
Mobile phone	
Email	
Relationship to you	
Position held and where	



## PERSONAL INFORMATION AND AUTHORISATION

Citizenship and permission to work in New Zealand

	Yes	No	Not applicable
Are you a NZ or Australian citizen?			
If not, do you have a current NZ or Australian permanent residency?			
If not, do you have a current NZ work permit?			
If you have a work permit, please state when it started and when it expires.	From:		To:

## LEGAL CLARIFICATIONS

The Board of Trustees may seek a police clearance from all short-listed or preferred applicants prior to confirmation of appointment.

DO read the declaration at the end of this form before answering these questions.

	Yes	No
Have you ever been declared bankrupt?		
Are you a discharged bankrupt?		
Have you been convicted of any offence against the law – apart from minor traffic convictions or parking offences?		
Have you been charged with any criminal offence since your teacher registration was renewed?		
Do you have any criminal charges pending?		



Is there any reason why The Teaching Council of New Zealand might decline to renew your teacher registration when it expires?		
Have you ever been the subject of any concerns involving student safety?		
<b>Answer the next question carefully:</b>		
Are your stated qualifications genuine in every respect?	Yes	No

## CONSENT

Do you agree to inquiries being made as to the accuracy of information contained in this application form, curriculum vitae or attached documents or any other matter relating to your suitability for employment?  
(This does not mean that we will make inquiries of any, or all of these people or organisations).

	Yes	No
Current employer?		
Past employers?		
Other referees?		
Former Headmaster/Principal?		
The Teaching Council of New Zealand?		
Police?		
<b>Signed:</b>	<b>Date:</b>	



## DECLARATION

I certify that the information provided in this application is correct and no relevant material/information has been omitted. I understand that this information will be used for the purposes of processing this application and understand that any incorrect or misleading information or important information that has been omitted during the appointment process (including interviews) may disqualify me from consideration, or if appointed, make me liable for dismissal.

**FULL NAME:**

**SIGNED:**

**DATE SIGNED:**

Respectful  
Whakaute



Resilient  
Manawaroa



Ready To Learn  
Rite ki te ako

