WHANGAROA COLLEGE

application for appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification 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 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 fines 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.

|  |  |  |
| --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

Tick One

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mr | Mrs | Ms | Miss |  |  |

|  |  |
| --- | --- |
| Or other preferred title: | |
| Surname/Family name | First names (in full) | |
| Click here to enter text. | Click here to enter text. | |

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

|  |
| --- |
| Click here to enter text. |

Maiden Name (if applicable):

|  |
| --- |
| Click here to enter text. |

Full postal address

|  |
| --- |
| Click here to enter text. |

Email address

|  |
| --- |
| Click here to enter text. |

Contact telephone numbers

|  |  |
| --- | --- |
| Private:  Click here to enter text. | Business:  Click here to enter text. |

Please tick the appropriate boxes:

|  |
| --- |
| Proof of identity and right to work check  *Shortlisted applicants being interviewed will need to provide originals of 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 Yes  No  A current work permit Yes  No |
| Have you ever received a police diversion for an offence? Yes  No  If “Yes”’ please detail:  Click here to enter text. |
| Have you ever been convicted of a driving offence which resulted in Yes  No  temporary or permanent loss of licence, or imprisonment?  If “Yes”’ please detail:  Click here to enter text. |
| Are you awaiting sentencing or have charges pending? Yes  No  If “Yes”’ please state the nature of the conviction/cases pending:  Click here to enter text. |
| In addition to other information provided are there any other factors Yes  No  that we should know to assess your suitability for appointment  and your ability to do the job?  If “Yes”, please elaborate:  Click here to enter text. |
| Have you ever been the subject of any concerns involving student safety? Yes  No  If “Yes” please detail:  Click here to enter text. |
| Have you had any injury or medical condition caused by gradual Yes  No  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?  If “Yes”, please detail:  Click here to enter text. |

|  |
| --- |
| Do you have a current New Zealand driver’s licence? Yes  No |

***Educational Qualifications:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Location** | **Number of years completed** | **Highest Qualification Gained** |
| **Secondary School** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Private training Establishment PTE** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Polytechnic** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **University** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Other** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

***Employment History***

***Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Period worked**  **(please specify the length of service)** | **Employer’s name** | **Position held** | **Reason for leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

***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 most recent work performance (please indicate in the table below). 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** | **Contact details (organisation and address)** | **Phone (landline preferred)** | **Relationship** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

*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 information regarding matters under investigation, to gather information related to my suitability for appointment to the position. | Yes | No |

The position you have applied for requires specific knowledge, skills, attributes (Essential criteria) and personal characteristics. These are stated in the person specifications section. Please outline below how you meet each of these attributes and abilities. Even though you are attaching a C.V, please fill this out in full. The contact person cited in the advertisement can assist with any of the questions you may have.

| **Essential Criteria (Knowledge, skills, attributes and personal characteristics)** | **Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics** | **What did you do which demonstrated this?** | **Key achievements** |
| --- | --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| I certify that:   * 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 Click here to enter a date.

**Note If completing this electronically a hard copy (signed) must be provided**