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| **APPLICATION FOR EMPLOYMENT** | |
| Under the Privacy Act 1993, all information given will be treated as confidential and will only be made available to those involved in the selection and appointment process. You have the right of access to personal information and also to see any correction you think necessary to ensure accuracy.  Unsuccessful applications will be confidentially destroyed once the appointment process has been completed unless specifically requested otherwise.  Please check that you have supplied the required information and mark the boxes off as you go. | Position applied for  **PERSONAL DETAILS**  First Names (in full)  Family Name  Postal Address  Expiry Date:  Teacher Reg. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fully Registered / Provisionally Registered  **Contact details:**  Landline number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **CURRICULUM VITAE & COVERING LETTER CHECKLIST**  Applicants are asked to **complete this form** and return it with a **covering letter** and **curriculum vitae**.  ~ Your **curriculum vitae** should contain:  ❒ Full employment history (period worked, employer’s name, position  held, reason for leaving) with most recent position first.  ❒ Education, training and qualifications relevant to this position.  ❒ Names and contact details of three referees who can  substantiate your suitability. At least one of these should be  able to attest to your most recent work performance*.*  ❒ Any other relevant information and experience.  ~ Your **covering letter** should contain:  ❒ a summary of how well you meet the requirements specified  in the vacancy advertisement  ❒ a description of how you intend to meet the responsibilities  stated in the job description  ❒ a statement about your ability to work collaboratively and to    ❒ comments about how you foster positive relationships with  staff, children, parents, whānau and our wider community.  **CITIZENSHIP** *(please tick the appropriate box)*  ❒ NZ Citizen ❒ Hold current work permit  ❒ Have NZ Resident Status |
| The information under the heading *Health* is required to assist the School to meet its obligations under the Health and Safety At Work Act and the Accident Rehabilitation and Compensation Insurance Act. The Acts require that where possible we should reasonably accommodate applicants with such conditions. | **HEALTH**  Have you had an 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?  ❒Yes ❒No  If “yes”, please give details and describe any technical aids, equipment or adaptations to the workplace which you would need to make your work easier and/or increase your performance. |
| The information under the heading *Court Convictions* is required because some convictions will be unacceptable.  If yes, you may be asked for further details at interview. | **COURT CONVICTIONS**  Have you ever had a criminal conviction? If “yes” please detail.  *Convictions that fall under the Clean Slate scheme do not have to be disclosed.*  ❒Yes ❒No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you ever received a police diversion for an offence? If “yes” please detail.  ❒Yes ❒No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If “yes” please detail.  ❒Yes ❒No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you awaiting sentencing/currently have charges pending? If “yes” please state the nature of the conviction/cases pending.  ❒Yes ❒No  Have you been the subject of any concerns involving student safety? If “yes” please detail.  ❒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  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | 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  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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 Teachers Council, including matters under investigation, to gather information related to my suitability for appointment to the position.  ❒Yes ❒No |

**DECLARATION**

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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

