

**Central Regional Health School**

Application for appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. 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.

1. 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.
2. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
3. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. 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.
   1. 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

* 1. 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.
  2. 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**

|  |  |
| --- | --- |
| Role applied for | Base Location |
|  |  |

|  |
| --- |
| Title |
| Mr  Mrs  Ms  Miss  Or preferred title: |

|  |  |  |
| --- | --- | --- |
| Surname / Family Name | First Name/s | |
|  |  | |

Are you known by any other name(s)? If yes please provide below.

|  |
| --- |
| Yes  No |

Name before marriage / or official change (if applicable):

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| --- |
|  |

Full residential address, and postal address if this differs

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| --- |
|  |

Email address

|  |
| --- |
|  |

Contact telephone numbers

|  |  |
| --- | --- |
| 1st preference: | 2nd preference: |

**Proof of identity and right to work**

|  |  |
| --- | --- |
| **Note:** Applicants who are shortlisted for an interview, will need to provide:   1. Two forms of identification: one primary identification e.g. passport or full birth certificate, and a New Zealand Driver Licence or recognised equivalent. 2. Residency and work permit evidence where relevant.   Immigration information  Are you a New Zealand citizen?    If not, do you have resident status, or    A current work permit? | Yes  No  Yes  No  Yes  No |
| Have you ever 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 |
| 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 |
| Have you ever been the subject of any concerns involving student safety?  If “Yes” please detail: | Yes  No |
| 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?  If “Yes”, please detail: | Yes  No |
| Do you have a current (full, clean) New Zealand driver’s licence? | Yes  No |

**Employment History**

Please ensure your CV contains recent employment history, or complete the table below.

Note: Boxes expand to allow more text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Period worked (include dates and hours per week)** | **Employer’s name** | **Position held (include responsibilities)** | **Reason for leaving** |
|  |  |  |  |
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**Referees**

Please provide the names of three people who could act as referees for you. At least one should be able to attest to your most recent work performance (please indicate in the table below).

Note: 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** | **Relationship** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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 certify that:**   * The information I have supplied is 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 \_\_\_\_\_\_\_\_\_\_\_

**Notes:** If completing this electronically a signed hard copy must be provided on request