



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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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.
 - 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
 - b) 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.
 - c) 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

Vacancy/Ref No.

Position applied for Teacher, full-time permanent	Location CRHS - Te Au rere a te Tonga Youth Justice residence Mohaka Place Palmerston North	
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Title: 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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Name before marriage / or official change (if applicable):

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Full postal address

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Email address

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Contact telephone numbers

1 st preference:	2 nd preference:
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Proof of identity and right to work

Please tick the appropriate boxes:		
Note: Shortlisted applicants being interviewed will need to provide two types identification (one primary identification e.g. passport or full birth certificate, and New Zealand driver licence. Residency and work permit evidence will also be required.		
<u>Immigration information</u>		
Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please elaborate:		
Have you ever been the subject of any concerns involving student safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
Do you have a current (full, clean) New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you have received 2 doses of a NZ approved Covid-19 vaccine and a booster dose before commencing in this position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Educational Qualifications

	Name of institution	Location	Number of years completed, and dates	Highest Qualification Gained
Secondary School				
Private training Establishment				
Polytechnic				
University				
Other				

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 dates and length of service)	Employer's name	Position held	Reason for leaving

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Essential criteria

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

Essential Criteria	Past roles when you have demonstrated these criteria	What did you do that demonstrated these?	Key achievements
Teach effectively across the curriculum			
Curriculum strengths and key competencies			
Collaborative practice			
Learners with diverse and complex needs			
Behaviour management			
Individual plans			
Personal and professional qualities			

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 <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa New Zealand or any other educational organisation, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signed: _____ Date: _____		

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 _____

- Notes:**
- 1). If completing this electronically a signed copy must be provided, if short-listed
 - 2). Refer to separate documents for application and appointment timeline and other important information for applicants

Send applications to:

Email: vacancies@crhs.school.nz, or apply through CRHS website