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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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

Role Applied for and Base Location

Teacher Registration Details **(Teaching Staff only)**		
Registration No.		
Expiry Date		
o Provisional	o Full 1	o Full 2
o I do not have a Teacher Registration		

Your Details				
o Mr	o Mrs	o Ms	o Miss	o Other (pls specify)
Surname/Family Name				
First Name(s)				
Preferred Name (if different)				
Are you known by any other name(s)? If yes please provide below				
Name before marriage / or official change (if applicable)				
Full residential address and postal address if this differs				
Email address				
Phone Mobile		Phone Other		

Proof of identity and legal right to work in New Zealand

1	**Note:** Applicants who are shortlisted for an interview will need to bring the following to the interview: • New Zealand Driver licence or recognised equivalent • Passport OR full birth certificate • Permanent Resident Visa AND Work Visa (if applicable) Please tick, as applicable ☐ Yes – I am a New Zealand citizen or permanent resident ☐ Yes – I hold a valid visa that allows me to work in New Zealand without restrictions ☐ No – I do not currently have the legal right to work in New Zealand	
2	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 ☐
3	Are you awaiting sentencing/currently have charges pending? If "Yes"' please state the nature of the conviction/cases pending.	Yes ☐ No ☐
4	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 ☐
5	Have you ever been the subject of any concerns involving student safety? If "Yes" please detail:	Yes ☐ No ☐

6	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 ☐
7	Do you have a current (full, clean) New Zealand driver's licence?	Yes ☐ No ☐
8	*Teaching positions*. CRHS Teachers are able to choose to be employed under the primary teachers' collective agreement (PTCA) or the secondary teachers' collective agreement (STCA). Please indicate if you want to be employed on the relevant CA (Collective Agreement) or if you want to be employed on the relevant IEA (Individual Employment Agreement). *Support Staff (Teacher Aide or Admin roles):* Please indicate if you want to be on the SSS CA (Support Staff in Schools Collective Agreement) or if you want to be offered a SSS IEA (Support Staff in Schools Individual Employment Agreement).	PTCA ☐ PT IEA ☐ STCA ☐ ST IEA ☐ SSS CA ☐ SSS IEA ☐ Unsure ☐

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

Degree and Qualifications

Please list your degree and other relevant qualifications below. If you are offered a role with us, we will need to see these.

Degree	University/Provider	Year
Other Qualifications		

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). No contact will be made without first obtaining the consent of the applicant.

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

Application Declaration
I certify that (please tick)
☐ 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
☐ I consent to pre-employment safety checks as part of the employment process

Signature _____ Date _____

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

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