**APPLICATION FOR EMPLOYMENT**

**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. First, read it through, 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 necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whānau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 required to give consent to a Police vet.
   1. Applicants may not be employed as a children’s worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
   2. The Clean Slate Act 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
* you did not serve a custodial sentence at any time
* the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
* you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

1. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
2. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

***Custodial sentence*** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order

|  |  |  |
| --- | --- | --- |
| **teaching position application form** | | |
|  | | |
| ***Please post or email to:*** |  | Micky Brosnan, Principals PA  Pegasus Bay School  5 Solander Road, 7612  micky@pegasusbay.school.nz |
|  |  |  |
| **Position applied for:** | **Scale A Teacher – permanent (not suitable for BTs)**  **Scale A Teacher – fixed term** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **personal details** | | | | | | | | | | | | |
| Surname | |  | | | | | | | | | | |
| Given names | |  | | | | | | | | | | |
| Preferred name | |  | | | | | | | | | | |
| Address | |  | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| Date of birth | |  | | | | | | | | | | |
| Contact details | | home | |  | | work | | |  | | | |
|  | | mobile | |  | | email | | |  | | | |
|  | | | | | | | | | | | | |
| **Certificated Teacher Status** | | ✓ | **Registration No.** | | | | | | | | | Expiry date |
| Certificated teacher | |  |  | | | | | | | | |  |
| Provisionally certificated | |  |  | | | | | | | | |  |
| Not certificated | |  |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Present Teaching Position** | |  | | | | | | | | | | |
| School | |  | | | | | | | | | | |
| Date appointed | |  | | | | | | | | | | |
| Type of appointment | |  | | | | | | | | | | |
| **Can we contact your principal about this position?** | | | | | **yes** | | | **no** | | |  | |
|  | | | | | | | | | | | | |
| **Educational  Qualifications** | Type of qualification | | | | | | Date received | | | Received from | | |
|  | | | | | |  | | |  | | |
|  | | | | | |  | | |  | | |
|  | | | | | |  | | |  | | |
|  | | | | | |  | | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **confirmation** | | | | | |
|  | | | | | |
| **1** | I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.  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 dismissed. | | | **yes** | **no** |
|  |  | | | | |
| **2** | During the last five years, I have had more than 5 consecutive days off work due to illness or injury. *Please give details:* | | | **yes** | **no** |
|  | | | | | |
| **3** | In accordance with the Privacy Act, I authorise the Board of Trustees to:   * Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board * Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. * Contact the Education Council. | | | **yes** | **no** |
|  | | | | | |
| **4** | **student safety  [*Cross out the statement that doesn’t apply to you*]**   * I have never been the subject of a complaint about the safety of a student. * I have been the subject of a complaint about the safety of a student. *Please give dates and details:* | | | | |
|  | | | | | |
| **5** | **offences against the law [*Cross out the statements that don’t apply to you*]**   * I have never been convicted of an offence against the law (excluding minor traffic convictions). * I have no pending charges of an offence against the law. * I have been convicted of an offence against the law. *Please give dates and details:* * I have pending charges of an offence against the law. *Please give dates and details:* | | | | |
|  | | | | | |
| **6** | I know of no reason why I would not be suitable to work with children or young people. | | | **true** | **false** |
|  | | | | | |
|  | |  |  | | |
| *Applicant’s signature* | |  | *Date* | | |
| **referees** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Please provide the names and contact details of three educational referees below – one of which must be your current Principal.  Referees’ reports are confidential to the appointment committee.  Referees will only be contacted for candidates who are short-listed with a view to interviewing. | | | | |
|  | | | | |
| **contact details for your current principal** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |
|  | | | | |
| **referee’s details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |
|  | | | | |
| **referee’s details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |