

## NELSON COLLEGE APPLICATION FOR EMPLOYMENT

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. All questions are to be answered and we require you to sign and date where indicated on the last page of this document.
2. Please also attach your curriculum vitae if you wish to provide us with additional information.
3. Copies only of qualification certificates should be attached. If successful 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 the Police vetting process.
7. 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. The Clean Slate Act provides certain convictions do not have to be disclosed providing:
  - you have not committed any offence within seven 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 costsPlease 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.
8. 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.
9. This information will be held by the employer. For the successful candidate this document will be held on their personnel file otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

**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.

***This page must be retained on file as part of the application; it must not be removed or destroyed.***

## PERSONAL INFORMATION

Position Applied for

Vacancy/Reference Number

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Title

Surname/Family Name

First names

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Are you known by any other names? If yes please provide details below.

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Full Postal Address

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Email Address

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Contact Telephone Numbers

Personal

Business

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## IDENTITY VERIFICATION, CRIMINAL RECORD, AND RIGHT TO WORK

	Yes	No
Are you a New Zealand citizen?		
If not do you have resident status?		
Or a current work permit?		

	Yes	No
Have you ever had a criminal conviction? If yes please detail.		

	Yes	No
Have you ever received a police diversion for an offence? If yes, please detail.		

	Yes	No
Have you ever been discharged without conviction for an offence? If yes, please detail:		

	Yes	No
Do you hold a current New Zealand driver's licence?		

	Yes	No
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, imprisonment? If yes, please detail.		

	Yes	No
Are you awaiting sentencing or do you have charges pending? If yes, please Detail.		

	<b>Yes</b>	<b>No</b>
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If yes, please detail.		

	<b>Yes</b>	<b>No</b>
Have you ever been the subject of any concerns involving child safety? If yes, please detail.		

	<b>Yes</b>	<b>No</b>
Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? If yes, please detail.		

	<b>Yes</b>	<b>No</b>
For teaching /principal positions do you hold a current practising certificate from the Education Council of Aotearoa New Zealand? Please provide your registration number.		

## EDUCATIONAL QUALIFICATIONS

### Secondary School

Name	
Location	
Years of Attendance	
Highest Qualification Gained	

### University

Name	
Location	
Years of Attendance	
Highest Qualification Gained	

### Other

Name	
Location	
Years of Attendance	
Highest Qualification Gained	

## EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position, explaining any gaps in employment.

Start Date	End Date	Employer's Name	Position Held	Reason for Leaving

## REFEREES

Please provide the names of three people who could act as referees for you, including your current or most recent employer.

Name	Organisation	Position	Contact Number

## 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 if I have provided 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.

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*Signature of applicant*

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*Date*