**RUAWAI COLLEGE**

Application for Appointment

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| **IMPORTANT NOTES FOR APPLICANT** |

Thank you for applying for a position at Ruawai College.

1. 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 covering letter and curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.

1. Copies only of qualification certificates should be attached. If successful in your application you may be required to provide originals as proof of qualifications.

1. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.

5. All applicants will be required to give consent to a police vet.

6. Application forms and CVs provided from non-successful applicants will be destroyed at the completion of the successful appointment to the position.

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to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.

8. Please give the names and contact details of 3 current/work related referees. All information collected from referees will be destroyed at the end of the selection process.

9. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.

10. Shortlisted applicants will need to provide copies of both a primary identity document eg passport and a secondary identity document eg NZ Driver license available. Please also provide a copy of your teacher registration. Information about proof of identity can be found here - [(https://educationcouncil.org.nz/content/important-information-proof-of-identity)](https://educationcouncil.org.nz/content/important-information-proof-of-identity)

If you have any queries, please contact the person cited in the advertisement.

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| **APPLICATION FOR APPOINTMENT** |

**Applicants are expected to provide a covering letter and Curriculum Vitae with this application form.**

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| Position applied for |
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Tick One

Mr □ Mrs □ Ms □ Miss □

Or other preferred title:

|  |  |
| --- | --- |
| Surname/Family Name | First Names (in full) |
|  |  |

|  |
| --- |
| Full Postal Address |
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|  |  |
| --- | --- |
| Contact Telephone Number | |
| Private: | Business\Cell: |

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| --- | --- |
| Email Address | |
| Private: | Work: |

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| --- | --- | --- | --- |
| Please tick the appropriate boxes: | | | |
| Are you a New Zealand citizen?  If not, do you have resident status? or  A current work permit? | Yes □  Yes □  Yes □ | | No □  No □  No □ |
| Have you ever had a criminal conviction?  (convictions that fall under the clean slate scheme do not have to be disclosed)  *(a Board may not employ or engage a children’s worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to Schedule 2 offences.)*  If “Yes” please give details: | Yes □ | | No □ |
| **Note:**   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.  ***\*Custodial sentence*** *means a sentence of imprisonment and includes corrective training, preventative 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.* | | | |
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| Have you ever received a police diversion for an offence?  If “Yes” please detail: | | Yes □ | No □ |

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| Are you awaiting sentencing/currently have charges pending?  If “Yes” please state the nature of the conviction/cases pending: | Yes □ | No □ |

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| In addition to other information provided are there any other factors that we should know about to assess your suitability for appointment and ability to do the job?    If “Yes” please elaborate: | Yes □ | No □ |

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| 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 job may aggravate or contribute to?    If “Yes” please detail: | Yes □ | No □ |

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| --- | --- | --- |
| Do you have a current driver’s licence? | Yes □ | No □ |

Teacher Registration:

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| --- | --- |
| Registration No. | Expiry Date: |

Educational Qualifications:

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| Please state your last secondary level qualification:    Please state your tertiary level qualification/s:  Please state any other qualifications that relate to the position: |

Employment History

Please outline your employment history, beginning with the current or latest employment.

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| --- | --- | --- | --- |
| Dates | Employer’s Name | Position Held/Teaching Subject | 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 of these should be able to attest to your work performance. 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 | Address | Telephone | Relationship (e.g. Employer\Principal) |
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| --- | --- |
| **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 □ |

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| 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, I may be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees. |

Signature : ………………………………………………………….

Date: …………………………………