

Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure that you have a copy of the job description and person specifications before completing this application.

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.
2. 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.
3. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. 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. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applications will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. 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

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.

8. This application form and supporting documents will be held by the school. You may access
is in accordance with the provisions of the Privacy Act 1993.

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

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.



APPLICATION FOR APPOINTMENT

Position applied for	Location	Vacancy/Reference No.
Teacher Aide	Oaklynn School and its satellites	

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:
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Please tick the appropriate boxes:

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 had a criminal conviction? (convictions that fall under the clean slate scheme do not have to be disclosed)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please detail:		

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<p>Have you ever received a police diversion for an offence?</p> <p>If 'Yes', please detail:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?</p> <p>If 'Yes', please detail:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Are you awaiting sentencing/currently have charges pending?</p> <p>If 'Yes', please state the nature of the conviction/cases pending:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>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?</p> <p>If 'Yes', please detail:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>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?</p> <p>If 'Yes', please detail:</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Do you have a current driver's licence?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Educational Qualifications

<p>Please state your last secondary level qualification:</p>
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Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:



Employment History

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

Period worked	Employer's name	Position held	Reason for leaving

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 (eg employer, principal)

Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? <i>If 'Yes', please not that we may contact these persons.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section of the job description. Please outline below how you meet each of these attributes and abilities. Even though you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions you might have.

Knowledge, skills, attributes and personal characteristics	Past roles in which you have demonstrated this knowledge, skills, attributes and person characteristics	What did you do which demonstrated this?

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I certify that the information I have supplied in this application is true and correct. 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 _____

Note: If completing this electronically, a hard, signed copy must also be provided.