



Fairhaven School
Whānau ako – learning together

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position at our school. Please ensure 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** containing any additional information.
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 whānau/support people at your own expense. Please let us know 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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 applicants for non-teaching positions will be asked to give consent to a police vet. Teaching staff are vetted through the registration process. It is a requirement in the Education Sector for all employees to be vetted.
7. (a) 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's Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offence will be included in your Police vetting results.
(b) 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 **and**
 - You did not serve a custodial sentence at any time ① **and**
 - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014 **and**
 - 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.

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. NZ driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
9. 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.

① **Custodial sentence** means a sentence of imprisonment and includes, collective 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.

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	
Surname / Family Name	
First name(s)	
Other names known as	
Full postal address	
Email address	
Contact number/s	

Educational Qualifications

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 list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment.

Period Worked	Employer's name	Position Held	Reason for Leaving

Referees: *Please provide the names of 3 people who could act as referees for you. One of these should be your current or most recent employer.*

Name	Organisation	Position/ Relationship	Phone Number	Email

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

I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for the appointment to the position. Yes No

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 A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail: (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.)		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you ever been discharged without conviction for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Do you have a current driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you been the subject of any concerns involving student safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction / cases pending:		
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please elaborate:		
Due to the special nature of our school, we require staff to have a level of physical fitness/capabilities to ensure students can be cared for adequately. This includes but is not limited to, manual handling, supporting behaviour, undertaking therapy routines and walking distances (e.g. for community-based learning opportunities, class trips)		
Are you aware of any injury, medical condition, or reason that could impact on your ability to perform this job effectively?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
For teaching / principal positions: Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please enter your registration number:		

Skills and experience related to the position

The position you have applied for requires specific knowledge, skills, attributes, and personal characteristics. These are stated in the person specification and criteria for appointment document. Even though you are attaching a C.V., please outline below how you meet these attributes and abilities.

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, may be liable to be dismissed.

Signature:

Date:

Note: If completing this electronically a hard copy (signed) must be provided at interview