



Instructions: Complete all sections of this application form even though they may be duplicated in your Curriculum Vitae. Send this application form, a covering letter and your Curriculum Vitae to:

The Principal, Otamatea High School, PO Box 64, Maungaturoto
Or sign, scan and e mail your application to ohs@otamatea.school.nz

Qualifications		
Qualification	Institution	Date Completed

Present Employment

Position	Organisation/Company	Tasks/Duties	Date Duties	
			Commenced	Ceased

Address of present employment _____

Reason for seeking alternative employment _____

Previous Employment History Relevant to the Position

Position	Organisation/Company	Tasks/Duties	Date Duties	
			Commenced	Ceased

Reason/s for leaving

Position	Organisation/Company	Tasks/Duties	Date Duties	
			Commenced	Ceased

Reason/s for leaving

Position	Organisation/Company	Tasks/Duties	Date Duties	
			Commenced	Ceased

Reason/s for leaving

Position	Organisation/Company	Tasks/Duties	Date Duties	
			Commenced	Ceased

Reason/s for leaving

Position	Organisation/Company	Tasks/Duties	Date Duties	
			Commenced	Ceased

Reason/s for leaving

Position	Organisation/Company	Tasks/Duties	Date Duties	
			Commenced	Ceased

Reason/s for leaving

Referees – Supply the names and details of three referees who may be contacted to support your application

Name			
Surname		First Name	Preferred Name
Organisation and address			
Telephone Number Home:		Cellphone:	Work:
Relationship to Applicant			
Name			
Surname		First Name	Preferred Name
Organisation and address			
Telephone Number Home:		Cellphone:	Work:
Relationship to Applicant			
Name			
Surname		First Name	Preferred Name
Organisation and address			
Telephone Number Home:		Cellphone:	Work:
Relationship to Applicant			

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 IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the job description 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 necessary. If you include written references, please note that we may contact the writers of these 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. All applicant will be required to give consent to a Police Vet.
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 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.
b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence with 7 consecutive years of being sentenced for the offence
 - You did not serve a custodial sentence 1 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 (eg passport) and a secondary identity document (eg 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 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 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

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

Personal Experience, Qualities and Skills

Outline below the skills, experience and qualities which are relevant to this position

Confirmation: Please read and sign the following statement.

I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct.

Signed _____

Date _____

Privacy Statement from the Board of Trustees to Applicants

The information that has been provided or will be provided to the Board of Trustees in regards to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.

