

APPLICATION FOR APPOINTMENT:

Please include this form with your application

Position Applied For:

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Personal Details:

Name	_____		
Address	_____		
Telephone	_____ (Hm) _____ (Bus)		
Email	_____	Fax	_____
Date of Birth	_____	Gender	_____
Ethnic Origin	_____		

Present Employment (If appropriate)

Workplace	_____
Position Held	_____
Time Held	_____

Citizenship and Right to Work

Are you a New Zealand Citizen?

- Yes Go to medical question
No

Do you have permanent resident status?

- Yes Go to medical question
No

Do you have a Current Work Permit?

Yes Go to medical question
No

If you have answered “No” to the three questions above you may not be eligible for this position.

Medical Details:

Have you had an injury or medical condition caused by the gradual process, disease or infection – for example, hearing loss, occupational overuse syndrome – which the tasks of this job may aggravate or contribute to?

Yes No

If “Yes” what are the details of the injury/medical condition? How is your performance likely to be affected?

Criminal Convictions:

Information for disclosure of Criminal Convictions:

All convictions are to be disclosed, unless they are covered by the Criminal Records (Clean Slate Act) 2004.

What must you disclose?

You must declare all of your convictions if you have:

- been convicted of an offence within the last 7 years; OR
- been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal); OR
- been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; OR
- been convicted of a “specific offence” (eg sexual offending against children and young people or the mentally impaired); OR
- not paid in full any fine, reparation or costs ordered by the Court in a criminal case; OR
- been indefinitely disqualified from driving under section 65 Land Transport Act 1989 or earlier equivalent provision.

Please answer the following based on the above criteria. Tick one box only.

- No, none of the above criteria applies to me or I have no convictions
- Yes, at least one of the criteria applies and I will disclose my criminal convictions in the table below.

Disclosure of Criminal Convictions

Note: The declaration of a minor offence does not mean that employment will not be granted, However, the non-declaration of an offence that you are required to disclose will be seen as a misrepresentation of a criminal record and treated accordingly.

Offence	Year Committed	Give Details of Fine/PD/Supervision/Imprisonment

Referees (Please provide details of three previous employers who can be contacted to provide references)

Name	Position	Workplace	Telephone

I understand that if I am employed by Kohia Terrace School I will be expected to act in Kohia Terrace School 's interest and maintain confidentiality of sensitive information and material.

I declare that the answers I have given above are true and correct, and that no relevant information has been omitted. I fully understand that falsification of information may result in dismissal.

I consent to Kohia Terrace School seeking verbal or written information about me from the referees I have nominated, and authorise the information requested to be released. Furthermore, I also give consent for Kohia Terrace School to make enquiries of past or present employers, colleagues, Education Council or equivalent overseas professional body or any other person who may be in a position to assist the School in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Applicant's Signature: _____ Date: _____

DECLARATION:

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information provided on this application form and in my Curriculum Vitae, is true and correct.

I accept the Board of Trustees of Kohia Terrace School may seek external confirmation of any of the details of my application.

Applicant's Signature: _____ Date: _____