WAIMEA COLLEGE

Application for Support Staff

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications (if relevant) for 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 CV and Cover Letter along with your completed Application Form.
3. If applicable, copies of your qualification certificate(s) need to 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 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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 applicants will be asked to give consent to a police vetting check. It is a requirement in the Education Section for all employees to be vetted.

    a. 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 an 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.

    b. Under the Vulnerable Children Act 2014, care workers in schools will not be covered by the Clean Slate. All serious sexual or violent offences against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offences unless they have an exemption.

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

SUPPORT STAFF POSITION APPLICATION FORM

Please email to:

Andrea Mead
Admin & Support Staff Lead
andrea.mead@waimea.school.nz

Position applied for:	

PERSONAL DETAILS										
Surname										
Title	**Mr**		**Mrs**		**Ms**		**Miss**		**Other**	
Please state 'Other'										
Given names										
Preferred name										
Address										
Contact details	**MOBILE**				**WORK**					
	EMAIL									
Have you lived overseas?	**IF YES, PLEASE LIST COUNTRY AND PERIOD/S E.G. AUSTRALIA - 2010-2012**									

Current Position				
Can we contact your current employer about this position?	**Yes**		**No**	
Business / Organisation				
Date appointed				
Position Title				

Proof of Identity and Right to Work				
Shortlisted applicants being interviewed will need to provide originals of **two** types of identification e.g. passport, New Zealand driver licence, Birth certificate, bank statement, a bill				
Are you a New Zealand Citizen?	**Yes**		**No**	
If not do you have Resident Status, or	**Yes**		**No**	
A Current Work Permit? **(Please attach a copy)**	**Yes**		**No**	
Ability to Work				
Have you had or do you have any injury or medical condition such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	**Yes**		**No**	
If "Yes" please detail:				

CONFIRMATION

		YES	NO
1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. 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 dismissed.		

		YES	NO
2	In accordance with the Privacy Act, I authorise the Board of Trustees to: • Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board • Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.		

		Tick to confirm
3	**STUDENT SAFETY** **[*Cross out / Delete the statement that <u>doesn't</u> apply to you*]** • I have never been the subject of a complaint about the safety of a student. • I have been the subject of a complaint about the safety of a student. *Please give dates and details:*	

		Tick to confirm
4	**OFFENCES AGAINST THE LAW** **[*Cross out / Delete the statements that <u>don't</u> apply to you*]** • I have never been convicted of an offence against the law. (Including any driving offences which resulted in a temporary or permanent loss of licence, or imprisonment). • I have no pending charges of an offence against the law. • I have been convicted of an offence against the law. *Please give dates and details:* • I have pending charges of an offence against the law. *Please give dates and details:*	

		TRUE	FALSE
5	I know of no reason why I would not be suitable to work with children or young people.		

REFEREES

Please provide three referees below, one of whom should be your ***current employer***.
Referees will only be contacted for candidates who are short-listed.
Referees' reports are confidential to the board.

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	MOBILE		WORK	
	EMAIL			

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	MOBILE		WORK	
	EMAIL			

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	MOBILE		WORK	
	EMAIL			

Applicant's Signature		*Date*	