



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

**Position applied for** \_\_\_\_\_

**Personal Details**

Tick One      Mr                       Mrs                       Ms                       Miss

Surname/Family Name                      First Names (in full)  
\_\_\_\_\_  
\_\_\_\_\_

Full Postal Address  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Telephone Details**

Home	Work	Cellphone
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Email Address  
\_\_\_\_\_

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? (Please provide a photocopy of the relevant pages in your passport.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Registration as a Teacher in New Zealand (please provide a photocopy of your Registration Card with your application)	
Registration Number _____	Full <input type="checkbox"/> Provisional <input type="checkbox"/>
Expiry Date _____	Subject to confirmation <input type="checkbox"/> LAT <input type="checkbox"/>
If no Certificate, have you applied for a Certificate? Yes / No	Date of Application _____
Name of Teacher _____	Completion Date _____
Training Institute _____	

Have you ever had a criminal conviction?

Yes

No

*(convictions that fall under the clean slate scheme do not have to be disclosed)*

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

No

If 'Yes' please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?

Yes

No

If 'Yes' please detail:

Are you awaiting sentencing/currently have charges pending?

Yes

No

If 'Yes' please state the nature of the conviction/cases pending:

Have you been the subject of any concerns involving student safety?

Yes

No

If 'Yes' please detail:

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?

Yes

No

If 'Yes' please detail:

Do you have any health conditions that could affect your ability to do the job?

Yes

No

If 'Yes' please detail:

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

No

If 'Yes' please elaborate:

Qualifications		
Qualification	Institution	Date Completed

<b>Present Employment</b>	
Position _____	Number of Units _____
Date Duties Commenced _____	
Name of present employer _____	
Address of present employment _____	
Reason for seeking alternative employment _____	

Previous Employment History Relevant to the Position				
Position	School	Principal Subjects	Date Duties	
			Commenced	Ceased
Reason/s for leaving				
Position	School	Principal Subjects	Date Duties	
			Commenced	Ceased
Reason/s for leaving				
Position	School	Principal Subjects	Date Duties	
			Commenced	Ceased
Reason/s for leaving				
Position	School	Principal Subjects	Date Duties	
			Commenced	Ceased
Reason/s for leaving				

Position	School	Principal Subjects	Date Duties	
			Commenced	Ceased
Reason/s for leaving				

  

Position	School	Principal Subjects	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. Select your referees from people who currently are, or have been, involved in education.

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	_____		

**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 Teachers Council, including matters under investigation, to gather information related to my suitability for appointment to the position

Yes No **Personal Experience, Qualities and Skills**

Under each heading comment on your related personal experience, qualities and skills

Leadership and Management

Curriculum and Policy Development

Pastoral / Discipline

Relationships – Pupils / Staff / Community

The Educational Environment and Compliance

Physical and Emotional Fitness

Other Relevant Information. If there is any other relevant skills or information that would assist the Board in making its decision about your suitability or otherwise to fill the vacancy please outline this below.

**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.

## 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