



Lake Rotoiti School Application for Appointment Administration Officer

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications 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 curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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 shortlisted applicants will be asked to give consent to a police vetting check. It is a requirement in the Education Sector for all employees to be vetted.
- 7a. 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. Noncustodial 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.
- 7b. Under the Vulnerable Children Act 2014, core 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 principal on 03 521 1830 or principal@lakerotoiti.school.nz.

This page forms part of the application; it must not be removed or destroyed.

APPLICATION FOR APPOINTMENT

Position applied for	Current Date	When and Where advertised

Tick One
 Mr Mrs Ms Miss

Or other preferred title: _____

Surname/Family Name	First Names (in full)	Date of Birth

Are you known by any other name(s)? (if yes please provide below) Yes No

Full Postal Address	Email Address

Contact Telephone Number

Home: Cell phone:	Work:
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Please tick appropriate boxes:

Proof of identity and right to work check
Shortlisted applicants being interviewed will need to provide originals of two types identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).

Immigration information

Are you a New Zealand citizen? Yes No

If not, do you have resident status, or Yes No

A current work permit? Yes No

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: _____

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 a temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you awaiting sentencing/currently have charges pending? If "Yes" please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you been the subject of any concerns involving student safety? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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. If "Yes" please elaborate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Have you had or do you have 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? If "Yes" please detail:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Educational Qualifications:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to this position:

Employment History

Please list your work experience in your last five positions beginning with your most recent position held. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names of three people who could act as a referee for you. At least one of these should be able to attest to your most recent work performance (please indicate in the table below). **If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.**

Name	Contact details (organisation and address)	Phone	Relationship (e.g. employer/principal)

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 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: