



Whanganui Girls' College

Application for Employment

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 specification before completing this application.

1. Please fully complete this form personally. First, read it through, 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.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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 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 within 7 consecutive years of being sentenced for the offence
 - you did not serve a custodial sentence¹ 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 costs Please 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 (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015. Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served 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

Application for Employment

Position Applied for:	
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Personal details	
Full name	
Preferred Title	
Are you known by any other name?	NO YES (please provide)
Full postal address	
Telephone (home)	
Telephone (mobile)	
Email	
Teacher Registration status	PRT Full LAT STC Not registered
Teacher Registration number	
Expiry date	
MOE number	
Qualifications relevant to the position	

Employment History – Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Employers Name	Position held	Reason for leaving	Period of employment

Identity Verification, Criminal Record and Right to Work	
Immigration information	
Are you a NZ citizen?	
If not, do you have resident status or	
A current work permit?	
Have you ever:	
1. Had any criminal convictions?	
2. Received a police diversion for an offence?	
3. Been discharged without conviction for an offence?	
4. Been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?	
5. Are you awaiting sentencing or have charges pending?	
6. Been investigated or are currently being investigated by the Education Council	
7. Been the subject of any concerns involving child safety?	
8. Had an injury or medical condition by gradual process which the tasks of this position may aggravate or contribute to?	
If 'yes' to any of the above please provide details:	
In addition to other information provided is there any other factors or concerns that we should know in order to assess your suitability for the advertised position?	
No	
Yes (please elaborate)	

Referees - Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer 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	
Referee 1	
Full name	
Organisation	
Telephone (landline)	
Telephone (mobile)	
Email	
Relationship to Applicant	
Number of years known	

Referee 2	
Full name	
Organisation	
Telephone (landline)	
Telephone (mobile)	
Email	
Relationship to Applicant	
Number of years known	

Referee 3	
Full name	
Organisation	
Telephone (landline)	
Telephone (mobile)	
Email	
Relationship to Applicant	
Number of years known	

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 Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position	Yes	No

Key Criteria - The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria are stated in the position description and/or person specification. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions

Criteria (knowledge, skills, attributes, personal characteristics)	Past roles in which you have demonstrated the criteria	What did you do which demonstrated this	Key achievements

Declaration
<ul style="list-style-type: none"> • 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.
Signed:
Date:

<p>Please email this application, CV and covering letter to: Tania King, Principal tking@wgc.ac.nz</p>
<p><i>School Contact Details:</i> Telephone: (0064) 06 349 0944; Email: admin@wgc.ac.nz Website: www.whanganui-girls.school.nz</p>