**Application for Non-Teaching Appointment - 2023**

**IMPORTANT NOTES FOR APPLICANTS**

Thank you for applying for a position at Nelson College for Girls. Please ensure you have a copy of the position description and person specifications before completing this application.

1. Please read fully 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 qualifications 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Failure to complete this application and to answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applicants will be asked to consent to a police vet. It is a requirement of the Education Sector for all employees to be vetted.
7. In terms of Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
   1. You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and
   2. 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
   3. The offence was not a specified offence (specified offences are in the main sexual in nature) and
   4. You have paid any fine or costs

Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences, and suspended sentences. Please note 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.

1. As per the Health Order 2021, should any further mandates for the education sector be implemented, you will be required to comply with these mandates to remain employed at Nelson College for Girls.
2. This application form and supporting documents will be held by the school. You may access it in accordance with the provision of the Privacy Act 1993.

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

**Office Use Only: This page must be retained on file as part of the application. It must not be removed or destroyed.**

APPLICATION FOR APPOINTMENT

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| **Position applied for:** |

**Mr 🗌 Mrs 🗌 Miss 🗌 Ms 🗌 (Tick one)**

**Or other preferred title:**

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**Surname/Family Name: First Names (in full):**

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**Full Postal Address (including post code):**

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**Contact Telephone Number/s:**

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| Private: | Business: | Mobile: |

**Email:**

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**Please tick the appropriate boxes:**

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| Are you a New Zealand citizen? Yes 🗌 No 🗌  If not, do you have resident status, or Yes 🗌 No 🗌  A current work permit? Yes 🗌 No 🗌  If you have are not a New Zealand citizen then a certified copy of proof of eligibility to work in New Zealand is required. |
| 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: |

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| 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 Yes 🗌 No 🗌  temporary or permanent loss of licence or imprisonment?  If yes, please detail: |
| Are you awaiting sentencing or currently have charges pending? Yes 🗌 No 🗌  If yes, please state the nature of the conviction/cases pending: |
| In addition to the information provided, are there any other Yes 🗌 No 🗌  factors that we should know to assess your suitability for  appointment and ability to do the job?  If yes, please elaborate: |
| Have you any injury or medical condition caused by gradual Yes 🗌 No 🗌  process, disease or infection, such as occupational overuse  syndrome, stress or repetitive strain injuries, which the tasks  of this position may aggravate or contribute to?  If yes, please detail: |
| Do you have a current drivers licence? Yes 🗌 No 🗌 |

**Educational Qualifications:**

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| Please state your last secondary level qualification:  Please state your tertiary level qualification/s:  Please state any other qualifications relevant to this position: |

**Employment History:**

Please outline most recent employment history, beginning with current or latest employment.

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| --- | --- | --- | --- |
| **Period worked** | **Employer’s Name** | **Position Held** | **Reason for Leaving** |
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**Referees:**

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. *Please note: if you have included written references from other than those recorded below, we may contact the writers of those references.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Telephone | Relationship (eg employer/principal) |
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| 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 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. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_