



SELWYN HOUSE SCHOOL

Application for employment

APPLICATION DETAILS

Family name:

First name:

Position applied for:

Date of application:

IMPORTANT NOTES FOR APPLICANTS

1. Please fully complete this form personally. Read it through and answer all questions and make sure you sign and date where indicated on the last page.
2. Please include with your application:
 - A curriculum vitae (CV) or document showing an outline of at least five years of employment history or work with children.
 - Two forms of identification including one photo ID or provide a RealMe identity verification.
 - Teacher Registration number or Teaching Council Authorisation letter.
 - Contact details for two referees.
3. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
4. 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 any 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 of 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 preventative 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.
5. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 2020.

An International Baccalaureate School

WWW.SELWYNHOUSE.SCHOOL.NZ

Form reviewed/updated 3 October 2023



SELWYN HOUSE SCHOOL: APPLICATION FOR EMPLOYMENT

Position applied for:

Date of application:

APPLICANT DETAILS

Title: ☐ Mrs ☐ Miss ☐ Ms ☐ Mr ☐ Dr ☐ Other:

Family name:

First name:

Preferred name:

Address:

City:

Postcode:

Mobile phone:

Other phone:

Email address:

NZ Citizen: ☐ Yes ☐ No

If you are not a NZ Citizen, do you have resident status? ☐ Yes ☐ No OR a current work permit? ☐ Yes ☐ No

Do you have a current New Zealand driver's licence? ☐ Yes ☐ No

Teacher Registration #: *Please attach a copy of your Teacher Council Aotearoa New Zealand authorisation letter.*

Have you ever received a police diversion for an offence? ☐ Yes ☐ No

If 'Yes' please detail:

Have you ever been convicted of a driving licence 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 ever been the subject of any concerns involving student safety? ☐ Yes ☐ No

If 'Yes' please detail:

In addition to other information provided are there any factors that we should know to assess your suitability for appointment and ability to do the job?

☐ Yes ☐ No

If 'Yes' please elaborate:

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:

REFEREES Please supply at least two professional referees.

Referee 1 Name: Job Title:

Contact Number: Email:

A brief description of your working relationship (include dates):

Referee 2 Name: Job Title:

Contact Number: Email:

A brief description of your working relationship (include dates):

AUTHORITY TO APPROACH REFEREES

I authorise the Board, or nominated representative, to approach 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, 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 do not agree to this request for the following reason/s:

I authorise the Board, or nominated representative, permission to access any information held by the Education Council, including matters under investigation, to gather information related to my suitability for appointment to the position: ☐ Yes ☐ No

I do not agree to this request for the following reason/s:

DECLARATION

By signing below, I certify that:

1. The information I have supplied in this application is true and correct.
2. I confirm in terms of the Privacy Act 2020 that I have authorised access to referees.
3. I know of no reason why I would not be suitable to work with children/young people.
4. 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.

Applicant's Signature:

Date: