



Application for Non-Teaching Appointment

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Failure to complete this application and to answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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:
 - a. You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and
 - b. 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
 - c. The offence was not a specified offence (specified offences are in the main sexual in nature) and
 - d. 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.

8. 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.
9. 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

Position applied for:

Mr Mrs Miss Ms (Tick one)

Or other preferred title:

Surname/Family Name:

First Names (in full):

Full Postal Address (including post code):

Contact Telephone Number/s:

Private:

Business:

Mobile:

Email:

Please tick the appropriate boxes:

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 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:

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 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 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 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 position may aggravate or contribute to?

Yes No

If yes, please detail:

Do you have a current drivers licence?

Yes No

Educational Qualifications:

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.

Period worked	Employer's Name	Position Held	Reason for Leaving

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)

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: _____

