**APPLICATION FOR EMPLOYMENT -** co**nfidential**

|  |
| --- |
| **Notes for completing this application:*** *Please answer every question on this application form. Only completed application forms received with a current copy of a Curriculum Vitae (CV), will be considered.*
* *CV’s should include information on your qualifications and employment history (including dates).*
* *You are welcome to include any other information you believe may support your application.*
* *If you are invited to interview you will be asked to supply evidence of your New Zealand drivers licence (if applicable for the role applied for), your right to live and work in NZ, and evidence of qualifications achieved.*
 |

|  |
| --- |
| **SECTION 1. Vacancy details**  |
| Position applied for: |       |
| Where did you first learn of this vacancy? |       |
| If your application for this role results in an interview, do you wish to bring a support person/whanau to the interview | Yes [ ]  No [ ]   |

|  |
| --- |
| **SECTION 2. Personal Information**  |
| **First Name:** |       | **Surname:** |       |
| **Title:** Mr. [ ]  Ms. [ ]  Mrs. [ ]  Miss. [ ]  Dr. [ ]  Other:       |
| **Physical Address:*****Please include postcode*** |       | **Email:** |       |
| **Mobile phone:** |       |
| **Work phone:** |       |
| **Home phone:** |       |

|  |
| --- |
| **SECTION 3. Referees**  |
| *Please provide the name of three referees that you authorise us to contact about you. Please ensure at least one referee is a current manager and another is a previous manager.* |
| Name | Contact Number(s): | Job title: | Relationship to you: |
|       |            |       |       |
|       |            |       |       |
|       |            |       |       |
| For the purposes of reference checking, I agree that Te Rito Maioha Early Childhood New Zealand may contact and obtain information, from the following: |
| Referees detailed above | Yes [ ]  No [ ]  |
| Current employer | Yes [ ]  No [ ]  |
| Academic institutions provided in application information | Yes [ ]  No [ ]  |

|  |  |
| --- | --- |
| **SECTION 4. Medical status** |  |
| Do you have any health condition or injury that may affect your ability to carry out the functions and tasks of the position you have applied for? | Yes: [ ]  No: [ ]  |
| *If yes, please provide detail:*      |
| **SECTION 5. General information**  |
| Where did you see this job advertised |  SEEK: [ ]  Ed Gazette: [ ]  Mahi.co.nz: [ ] Maori Pacific Jobs: [ ]  Word of mouth: [ ]  Other: [ ] If other, please provide details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you have permanent residence in NZ or a valid work permit? | Yes: [ ]  No: [ ]  Work permit number:       |
| Do you hold Teacher Registration (requirement for all Teaching Positions) | Yes: [ ]  No: [ ]  Registration number:       |
| Do you have a current and valid New Zealand driver licence? | Yes: [ ]  No: [ ]  Licence No.      Learners: [ ]  Restricted: [ ]  Full Licence: [ ]  |
| Do you have any demerit points on your New Zealand driver licence? | Yes: [ ]  No: [ ]  Total number of points:       |
| Are you waiting to hear the outcome of any court charges (including for driving)? | Yes: [ ]  No: [ ]  Please provide brief details if yes:       |
| The role that you are applying for may require you to travel using your own car to visits students. In this case you would need to inform your insurer that your vehicle may be used for work purposes. Please advise if you are happy with this. | Yes: [ ]  No: [ ]  Please provide brief details if No:       |
| Have you ever been convicted of a criminal offence either in New Zealand or overseas? *(see note below regarding the Clean Slate Act)* | Yes: [ ]  No: [ ]  Please provide details if yes:       |
| ***Note – Clean Slate Act:***Offences more than 7 years old do not need to be disclosed in accordance with the Clean Slate Act; with the **following exceptions** which are excluded under this Act. You must have:* *no convictions within the last 7 years;*
* *never been sentenced to a custodial sentence e.g. imprisonment, corrective training, borstal;*
* *never been ordered by a Court following a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced;*
* *not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired);*
* *paid in full any fine, reparation, or costs ordered by the Court in a criminal case;*
* *never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.*

If you require further information on the Clean Slate Act visit the Ministry of Justice website on: [www.justice.govt.nz](http://www.justice.govt.nz) |

|  |
| --- |
| **SECTION 6. Declaration**  |
| I,       (full name), declare that to the best of my knowledge, the statements and information declared in this application for employment form, attached Curriculum Vitae and any other documentation provided as part of the applications process are correct. I understand that if any false information is given, or any material fact is suppressed, I may not be accepted for employment, or if employment has commenced this may lead to the termination of my employment. I also understand that should I be successful with my application any information gathered is collected for the sole purpose of assessing my suitability for employment at Te Rito Maioha Early Childhood New Zealand (ECNZ). I understand that I have the right to access personal information held by ECNZ and to seek any correction I believe necessary to ensure accuracy.Signature:       Date:     *If returning this form electronically, please type your name in the signature section.*  |