



## APPLICATION FOR APPOINTMENT

**Thank you for applying for the position of Caretaker (Permanent Position) \$20 per hour/40 hours per week.**

1. Please complete this form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position and a *cover letter* outlining your suitability for the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
4. If you are selected for 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. a) 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 a specified offence (specified offences are in the main sexual in nature) **and**
  - You have paid any fine or costs

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.

b) Under the *Vulnerable Children Act 2014*, **core workers** in schools will not be covered by the Clean Slate.

All serious sexual or violent offenses against children will be included in Police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

7. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
8. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
9. You are required to supply the details for two referees who will be contacted.
10. All information received will be confidential to the Maraetai Beach School Board of Trustees.

**N.B. If shortlisted, you will be required to bring to your interview, originals of two types of identification.**

**1. Photo ID e.g. passport and a NZ Driver Licence**

**2. If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number**

**TO: PRINCIPAL (Envelopes should be endorsed "Confidential Application")**

**POSITION APPLIED FOR: PROPERTY MANAGER**

#### PERSONAL DETAILS:

Name: \_\_\_\_\_ Home Phone: (0 ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
 \_\_\_\_\_ Mobile Phone: (0 ) \_\_\_\_\_  
 \_\_\_\_\_  
 Registration No: \_\_\_\_\_ Email: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_

#### PRESENT EMPLOYER:

Name of present employer:  
 \_\_\_\_\_ Work Phone: (0 ) \_\_\_\_\_  
 Address: \_\_\_\_\_ Other Phone: (0 ) \_\_\_\_\_  
 \_\_\_\_\_  
 Position held: \_\_\_\_\_ Date commenced: \_\_\_\_\_

**REFEREES: (Note: at least one of these should be able to attest to your most recent work performance)**

Name: \_\_\_\_\_ Home Phone: ( 0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: ( 0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: ( 0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: ( 0 ) \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: ( 0 ) \_\_\_\_\_  
\_\_\_\_\_ Mobile Phone: ( 0 ) \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

**QUALIFICATIONS**

Institution attended	Year	Qualifications attained	Date awarded

**PROFESSIONAL MEMBERSHIPS**

**Please given details below:**

## OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached

Yes  No

If yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Teachers Council?  Yes  No

Do you have a current New Zealand Driver Licence? Yes  No

Do you give permission for your police record to be checked?  Yes  No

Are you a New Zealand Citizen Yes  No

- If not, do you have residential status? Yes  No

- A current work permit? Yes  No

Have you changed your name by deed poll / statutory declaration?  Yes  No

Other names known by: \_\_\_\_\_

## PRIVACY ACT 1993 (To be signed by the Applicant)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## DECLARATION:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences). Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?  Yes  No

If YES, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I know of no reason why I would not be suitable to work with children/young people.

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

All staff employed at Maraetai Beach School are expected to disclose to the Principal any actual or potential conflicts of interest relating to their position, actions or relationship to others. Those with a conflict of interest are expected to **recuse** themselves from (i.e., abstain from) decisions where such a conflict exists. Please disclose any conflicts of interest about which you are currently aware.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note:** If completing this form electronically, a signed hard copy must be provided.

## APPOINTMENT TIMELINE

The Maraetai Beach School Board of Trustees has set the following timeline. Every effort will be made to keep to the following schedule in determining the successful candidate.

Timeline for the appointment	
Advertisement	Week beginning 17 September
Closing date for applications	Sunday 15 October
Shortlisting completed	Monday 16 October
Interviews	Week beginning Monday 16 October
Appointment commences	By Negotiation (6 November if possible)

**The Board reserves the right to conduct a 2<sup>nd</sup> interview if required.**

**Checklist - We need to receive completed:**

- Application form
- Curriculum Vitae & Cover Letter attached
- **Two** referees

**Completed applications to be received by Sunday 15 October, 2017 and should be emailed (preferred) or posted to:**

Mark Keenan, Principal  
154 Maraetai Drive, Maraetai Beach Rd  
Email: [mkeenan@maraetaibeach.school.nz](mailto:mkeenan@maraetaibeach.school.nz)