



***The Freedom to Soar***

**Maunu School**  
Important Notes for Employment

Thank you for applying for a position with our school.

Please ensure you have a copy of the person specification before completing this application.

1. Please fully complete this form personally. First, read it through, 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 necessary.
3. Verified copies only of qualification certificates should be attached.
4. If you are selected for an 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.  
b) The Clean Slate Act 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
  - you did not serve a custodial sentence<sup>1</sup> at any time
  - the offence was neither a specified offence under the Clean Slate Act 2004 nor a
  - specified offence under the Vulnerable Children Act 2014 you have paid any fines or costs (Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice).
7. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
8. This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement

Paul Shepherd  
Principal

**Maunu School  
Application for Appointment**

Position Applied for:

**Personal Details:**

*Full Name:* Mr/Mrs/Ms/Miss

*Postal Address:*

Email address:

Contact telephone numbers:

**Identity Verification, Criminal Record and Right to Work**

***1: Immigration Information:***

Are you a New Zealand citizen?

Yes

No

If not, do you have resident status, or  
A current work permit?

Yes

No

Yes

No

***2: Have you ever had a criminal conviction?***

Yes

No

If "Yes" please detail:

***3: Have you ever received a police diversion for an offence?***

Yes

No

If "Yes", please detail:

***4: Have you ever been discharged without conviction for an offence?*** Yes

No

If "Yes", please detail:

**5: Do you have a current NZ driver's licence?** Yes No

**6: Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?** Yes No

If "Yes", please detail:

**7: Are you awaiting sentencing or do you have charges pending?** Yes No

If "Yes", please state the nature of the conviction/case pending

**8: In addition to other information provided, are there any other factors that we should know about to assess your suitability for appointment and your ability to do the job?** Yes No

If "Yes", please detail:

**9: Have you ever been the subject of any concerns involving child safety?** Yes No

If "Yes". Please detail:

**10: Have you had an injury or have any medical condition that could impact on your ability to carry out the prescribed job?** Yes No

If "Yes", please detail:

**11: Do you hold a current practicing certificate from the Education Council of Aotearoa, New Zealand?** Yes No

Please enter your registration number:



**Referees:**

Please provide the names of two people who could act as referees for you. One of these must be able to attest to you in a professional capacity. If you have included written references from people other than those recorded below as part of your application, please note that we may contact the writers of these references.

Name	Organisation	Position/ Relationship	Landline (preferred)	Mobile

**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 authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matters under investigation, 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 confirm in terms of the Privacy Act 1993, that I have authorised access to referees
- 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.

Signature: \_\_\_\_\_

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

**Note: If completing electronically, a hard copy (signed) must be provided.**