



APPLICATION INFORMATION

Scale A Teachers (Permanent) Several positions

Commencing Term 1, 2027

Thank you for applying for a position within our school. Please ensure you have a copy of the job description and person specifications before completing this application.

1. Please personally complete this form fully. Read it through before answering all questions and ensure you sign and date where indicated.
2. Attach a curriculum vitae containing additional information. If you include written references, please note that the board or its representatives ('we') may contact the writers of these references. Note that we reserve the right to contact previous employers listed but not acting as referees.
3. 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 us 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or the appointment being terminated if any information is later found to be false.
6. Shortlisted applicants for non-teaching positions will be asked to give consent to a police vet. It is a requirement in the education sector for all employees to be vetted.
7. In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides that certain convictions need not be disclosed, providing that:
 - You have not committed any offence within seven consecutive years of being sentenced for that offence and;
 - You did not serve a custodial sentence at any time (this would include 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 not paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that if you are an eligible individual, you are not obliged to disclose convictions however, you may do so if you wish. If you are uncertain as to whether you are eligible, please contact the Ministry of Justice.

8. 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 1993.

Personal Details	
Surname:	Preferred title e.g., Dr / Mr / Mrs / Ms
First name:	Date of birth:
Contact Details	
Postal address:	
Email address:	
Home phone:	Work phone:
Mobile phone:	
Current Position	
School name:	Location:
Position held:	Length of time position held:
Educational Qualifications Summary	
Teaching Registration Number:	Expiry date:
Name of completed degree:	Date awarded:
Other Tertiary Qualifications	Date Awarded

Teaching Service Please outline below your experience relevant to this position:					
Position	Units	School	Level	Date from	Date to
Total years of teaching service:					

Physical and Emotional Wellbeing

Do you have any medical conditions that may affect your ability to effectively carry out the functions and responsibilities of employment, or which may be aggravated or further contributed to, by the functions and responsibilities of employment? **Yes** **No**

If you have answered yes to the above question, please specify health conditions/disabilities:

Other relevant information:

If there is any other relevant information that would assist the board in making its decision about your suitability to fill the vacancy, please outline this below.



Disclosure of Convictions Against the Law

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) in New Zealand or overseas? **Yes** **No**

Do you have any criminal charges pending? **Yes** **No**

If you have answered yes to either of the above questions, enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Court concerned. The copy should be accompanied by any comments regarding the offence that you wish to make. Please provide details.

Referee Information		
Please provide referee contact details of at least two referees who know you in a work-related capacity and who may be asked to provide confidential statements to support your application. It is important that these referees are able to verify professional competencies relative to this position i.e. teaching, leadership, management, and communication skills. Please ensure the email addresses you provide for your referees are current and correct.		
Referee One		
Name:		
Position held:		
Name of organisation:		
Relationship to applicant:		
Daytime Phone:	Mobile:	Email:
Referee Two		
Name:		
Position held:		
Name of organisation:		
Relationship to applicant:		
Daytime Phone:	Mobile:	Email:
Referee Three		
Name:		
Position held:		
Name of organisation:		
Relationship to applicant:		
Daytime Phone:	Mobile:	Email:
Declaration: Please sign below to show your agreement with the following statement. <i>In accordance with the Privacy Act 1993, I give consent for the Te Parito Kōwhai Russley School Board or its representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore, I give consent for the Board or its representatives to make enquiries of past or current employers, colleagues, other education professionals, or any other person who may be in a position to assist the Board in determining my suitability to fill the vacancy, and I give consent to those people to disclose such information.</i> Signed: _____ Date: _____		

Proof of Identity			
To assist the school in meeting the requirements for proof of identity, applicants who are short-listed are required to present two forms of identification from the list in the table below (one document from Category A and one document from Category B). At least one of the acceptable forms of identification must be photographic. The documents must be current, not expired, and issued by an authorised agency. If applicable, where names or other identity information on either identification documents (Category A and Category B) differ, please provide acceptable evidence (e.g. a marriage certificate or a statutory declaration).			
Category A	Tick	Category B	Tick
New Zealand passport		New Zealand Driver's License	
NZ Certificate of Identity issued under the Passports Act 1992 to non-New Zealand citizens who cannot obtain a passport from their country of origin		18+ card	
New Zealand Certificate of Identity (issued to people with refugee status)		Community Services Card	
New Zealand Refugee Travel Document		Super Gold Card	
Emergency Travel Document		Inland Revenue Number	
New Zealand Firearms Licence		Electoral Roll Records	
Overseas passport (with or without NZ Immigration visa/permit)		New Zealand issued utility bill, issued not more than six months earlier)	
New Zealand full birth certificate (issued on or after 1998)			
New Zealand Citizenship Certificate			



Declaration and Authorisation	
(tick box)	I declare that the information supplied by me is given voluntarily and is true, accurate, and complete in all respects. I acknowledge that I will not hold Te Parito Kōwhai Russley School or the Board responsible for any omission or misstatements that I have made in the information provided.
	I understand that all information provided about me to you, including my application form, Curriculum Vitae, references, and any assessment,s will be held by Te Parito Kōwhai Russley School Board to be used for the purpose of evaluating my qualifications, experience, and suitability for employment at Te Parito Kōwhai Russley School.
	I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
	I understand that I am entitled to have access to relevant information retained by Te Parito Kōwhai Russley School Board (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.
	I consent to the Appointment Committee personnel making such enquiries with such organisations, including but not limited to inquiries with all former employers, Teachers' Council, and other such bodies or organisations that might hold information relevant to my employment, my suitability to manage, and any other information that my prospective employer deems necessary to obtain.
Signature: _____ Date: _____	