

# Pembroke School (Oamaru)

## APPLICATION FORM FOR APPOINTMENT

Please check Notes on 2<sup>nd</sup> Page

<b>TO: Chairperson, Appointments Committee</b> <i>(Envelopes should be endorsed "Confidential Application")</i>			
<b>POSITION/s APPLIED FOR: Please indicate below</b> <i>Permanent Teacher 2025 Fixed term leave position 2025 Both</i>			
<b>PERSONAL DETAILS:</b>			
Name:			
Address:			
D.O.B.			
Contact Phone Numbers		Home ( 0 )	Work ( 0 )
		Cell ( 0 )	
Email			
Registration No:		Expiry Date: / /	
<b>TEACHER SERVICE:</b>			
Position	Level	School	Date
<b>REFEREES:</b>			
<b>(1) Name:</b>			
Address:			
Contact Phone Numbers		Home ( 0 )	Work ( 0 )
		Cell ( 0 )	
Relationship to Applicant		Email	
<b>(2) Name:</b>			
Address:			
Contact Phone Numbers		Home ( 0 )	Work ( 0 )
		Cell ( 0 )	
Relationship to Applicant		Email	
<b>PRIVACY ACT 1993</b> (To be signed by the Applicant)			
<i>This Application is submitted with the understanding that any information given is for the use of the employer and their authorised representatives in the appointment process. Furthermore, consent is given for members of the Pembroke School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person or organisation who may assist in establishing my suitability for the position.</i>			
<b>APPLICANTS SIGNATURE:</b>		<b>DATE:</b>	
<b>DECLARATION:</b>			
HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from summary offences) NO / YES			
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.			
<b>I certify that I am registered (or provisionally registered) as a New Zealand Teacher. 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.</b>			
<b>APPLICANTS SIGNATURE:</b>		<b>DATE:</b>	
<b>OFFICE USE ONLY DATE APPLICATION RECEIVED:</b>		<b>TIME:</b>	

## Notes

1. Please fully complete the application form personally.
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 qualification certificates 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 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. 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's 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.
7. 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 **and**
  - You did not serve a custodial sentence at any time
  - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children's Act 2014
  - You have paid any fine or costs

*Custodial sentences include a sentence of preventive detention and corrective training, preventative detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires full-time detention of an individual. Non-custodial sentence includes, but is not limited to a community based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment and a specified order.*
- 8. 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. NZ Driver's License). A list of acceptable primary and secondary documents is available in the last section of the Vulnerable Children Regulations 2015.**
9. 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. If you have any queries, please contact the person cited in the advertisement.
10. CV's provided for non-successful applicants will not be returned, unless a stamp self-addressed envelope is provided. Application forms & CV's from non-successful applicants will be held until the appointment process is completed and will then be destroyed.
11. The Board is not obligated to appoint any of the applicants. In the event that a suitable candidate is not appointed, the vacancy will be re-advertised with a new timeline.
- 12. All information received will be confidential to the Board of Trustees appointment committee.**