



Houghton Valley School

110 Houghton Bay Road, Houghton Bay, Wellington.

APPLICATION FOR APPOINTMENT

Important notes for applicants

Thank you for applying for a position with our school.

1. Please fully complete this form personally. 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 you include written references, please note that we may contact the writers of the references.
3. If you include qualification certificates, please ensure these are copies only. If successful in your application you will be required to provide original certificates as proof of qualifications.
4. If you are selected for an interview you may bring whanau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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 Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences are including in 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
 - You did not serve a custodial sentence¹ 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 if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

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. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections 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 Principal, Luana Carroll, principal@houghton.school.nz

1. **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the 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.

1. POSITION APPLIED FOR: Fixed Term Scale A teacher position for 2023			
2. PERSONAL DETAILS:			
Name:			
Address:			
Email Address:			
Phone Numbers			
Home		Cellphone	

Please note if you are selected for an interview you will be required to present two forms of identification, one with a photo.

3. REGISTRATION:			
Registration Number:		Category of Registration:	
Expiry date:			

4. ENTITLEMENT TO WORK IN NEW ZEALAND	
Are you a New Zealand citizen or permanent resident of New Zealand?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have the legal right to work in this country? <i>(If you answer YES, you will be asked to bring your work permit if you attend an interview.)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

5. CONVICTIONS AGAINST THE LAW:	
Have you ever been convicted of any offence against the law, which would reflect on your professional position? If YES please give details below: <i>Please note, should you be shortlisted for this position, more details will be requested.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

6. HEALTH	
Describe any previous or current injury/medical condition(s) that could affect your performance or ability to carry out the duties and responsibilities of this position, or for which the tasks of this job may aggravate or contribute to?	
<i>If no injury or medical conditions exist as described above, please tick here</i>	

7. EMPLOYMENT HISTORY			
Please outline most recent employment history, beginning with current or latest employment			
Period Worked	Employer's Name	Position Held	Reason for Leaving

8. REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name:	
Position/relationship to you:	
Address:	
Phone:	

Name:	
Position/relationship to you:	
Address:	
Phone:	

Name:	
Position/relationship to you:	
Address:	
Phone:	

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

9. CONFIRMATION:

I agree to the Houghton Valley School Board of Trustees or a nominated representative, approaching my referees and/or persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.

Applicant's Signature:		Date:	
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(Office Use Only) Date Application Received: _____