

TO: THE PRINCIPAL, Sutton Park School Email: principal@suttonpark.schoo.nz
89 Vine Street, Mangere East 2024

POSITIONS APPLIED FOR:

PERSONAL DETAILS

Name: _____ Home Ph: (0) _____

Address: _____ Work Ph:* (0) _____

_____ Mobile Ph: _____

_____ Fax: (0) _____

_____ Email: _____

*tick if you may be contacted at work

CITIZENSHIP / RIGHT TO WORK

Are you a New Zealand citizen? **Yes** – go to next section **No** – go to next question

Do you have Permanent Residence status? **Yes** – go to next section **No** – go to next question

Do you have a current Work Permit? **Yes** – go to next section **No** – you may not be eligible to be employed in New Zealand

PRESENT EMPLOYMENT

Present Employer: _____ Work Ph: (0) _____

Address: _____ Mobile: (0) _____

_____ Teacher Registration Number _____

Position Held: _____ Date Commenced: _____

EMPLOYMENT HISTORY

POSITION HELD	ORGANISATION	ADDRESS OF ORGANISATION	Date From	Date To

RECENT QUALIFICATIONS / CERTIFICATES

Institution Attended	Year	Qualifications / Certificate Attained	Date Awarded

REFEREES

①

Name: _____ Home Ph: (0) _____
Address: _____ Work Ph: (0) _____

Mobile Ph: _____

Fax: (0) _____
Relationship to Applicant: _____ Email: _____

②

Name: _____ Home Ph: (0) _____
Address: _____ Work Ph: (0) _____

Mobile Ph: _____

Fax: (0) _____
Relationship to Applicant: _____ Email: _____

③

Name: _____ Home Ph: (0) _____
Address: _____ Work Ph: (0) _____

Mobile Ph: _____

Fax: (0) _____
Relationship to Applicant: _____ Email: _____

PROFESSIONAL MEMBERSHIPS

Please give details below of any professional groups you belong to:

OTHER INFORMATION

Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries which the tasks of this job may aggravate or contribute to?

Yes No If yes, please give details of the injury/condition below. How is your performance likely to be affected?

Do you have a current New Zealand drivers licence? Yes No

Do you have a current First Aid certificate: Yes No

CRIMINAL CONVICTIONS

NOTE: The Sutton Park School Appointment Committee requires you to disclose all convictions unless they are covered by the Criminal Records (Clean Slate) Act 2004.

WHAT MUST YOU DISCLOSE?

You must declare all of your convictions in the table below if you have:

- been convicted of an offence within the last 7 years; **or**
- been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal); **or**
- been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; **or**
- been convicted of a 'specified offence' (e.g. sexual offending against children and young people or the mentally impaired); **or**
- not paid in full any fine, reparation or costs ordered by the Court in a criminal case; **or**
- been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or earlier equivalent provision.

PLEASE ANSWER THE FOLLOWING BASED ON THE ABOVE CRITERIA.

Have you ever had a criminal conviction or are pending conviction? Yes / No

If Yes, please record details in the table below:

DISCLOSURE OF CRIMINAL CONVICTIONS

Offence	Year Committed	Details of Fine/PD/Supervision/Imprisonment
Have you ever had a criminal conviction?		
Have you ever received a police diversion for an offence?		
Have you been convicted of a driving offence which results in temporary or permanent loss of licence, or imprisonment?		
Are you awaiting sentencing/currently have charges pending?		
Have you been the subject of any concerns involving student safety?		

DECLARATION

I certify that the information provided is correct and no relevant material/information has been omitted. I also declare that to the best of my knowledge and belief the information given in this application and in my CV is correct. I also 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.

Applicant's Signature: _____ **Date:** _____

This information will be used for the purposes of processing this application and any review that may result from an appointment. Please note that if you give any incorrect or misleading information or have omitted any important information during the appointment process, you may be disqualified from consideration or, if appointed, be liable for dismissal.

PRIVACY ACT 1993

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.

Furthermore consent is given for members of the Sutton Park School Appointments Committee to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for a teaching position at Sutton Park School.

I also authorise the Board or nominated representative, permission to access any information held by the Education Council, including matters under investigation, to gather information related to my suitability for appointment to the position.

Applicant's Signature: _____ **Date:** _____

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICAL INFORMATION

To comply with the State Sector Act 1988, we are required to collect statistical information to monitor Equal Employment Opportunities. This information is voluntary and is gathered for statistical purposes only. **It will not form part of your application** for this position.

Please tick the appropriate boxes:

Gender

- Male Female

Ethnicity

- New Zealand Maori New Zealand European
 Pacific Islander Asian
 Other European Other ethnic origin

Disability

The following is the *Recommended International Standard of Disability* used by the World Health Organisation:

'Activity is limited by a long-term condition or health problem that has lasted six months or more (or is expected to last six months or more).'

Do you consider yourself to be in this category?

- Yes No

EVIDENCE OF IDENTITY

Please note shortlisted candidates will be required to bring two forms of identification with them to the interview

Primary Identification Document

This includes NZ passport, overseas passport, NZ emergency travel document, NZ refugees travel document, NZ certificate of identity, NZ firearms licence, NZ full birth certificate (issued on or after 1/1/1998 and must carry a unique ID number), NZ citizenship certificate

Secondary Identification Document

This includes NZ driver licence, 18+ card, Community Services Card, SuperGold/ Veteran SuperGold card, NZ student photo identification card, NZ employee photo identification card, NZ electoral roll record, IRD number, NZ issued utility bill (issued not more than 6 months earlier)

One of the above must be photographic