



# OPUA SCHOOL

*Manaakitanga me te Awhina  
Caring and Sharing*

## APPLICATION for APPOINTMENT

### Important Notes for Applicants

Thank you for applying for a position at our school. Please ensure you have a copy of the relevant Job Description with you before completing this application form.

1. Please complete this form fully and personally. Read it through first, then answer all questions and make sure that you sign and date the form where indicated on the last page.
2. Attach a Curriculum Vitae [C.V.] containing additional information. If you include written references or testimonials, please include no more than 3 and note that we may contact the writers of these references.
3. Copies only of qualification certificates and Teacher Registration Cards should be attached, if the position is a teaching position. If successful, you will be required to provide originals as proof of qualifications and status.
4. If you are selected for interview, you may bring whanau / support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application form and answer all questions truthfully may result in any offer of employment being withdrawn or terminated later if any information is found to be false.
6. Shortlisted applicants will be asked to give consent to a police vetting. It is a requirement in the Education Sector for all employees to be vetted. Candidates must also provide 2 forms of ID to confirm identity.
7. In terms of a criminal conviction, the Criminal Records [Clean Slate] Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not been committed of any offence within 7 [consecutive] years of being sentenced for the offence **and**
  - You did not serve a custodial sentence at any time [this would exclude 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 paid any fines 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 you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

**This 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.**

**Principal: Simon McGowan; [principal@opua.school.nz](mailto:principal@opua.school.nz) Board of Trustees Chairperson: Malcolm Shaft**

**Phone: 09 4027840 Email: [office@opua.school.nz](mailto:office@opua.school.nz) Address: 2 Franklin Street, Opuā 0200**



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## APPLICATION for APPOINTMENT

**Position applied for:**

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**Please tick one:**

**Mr**

**Mrs**

**Ms**

**Miss**

**Or other preferred title:**

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**Surname / Family Name:**

**First Names [in full]:**

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**Full Postal Address:**

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**Contact Details:**

**Home Landline:**

**Cellphone:**

**Email:**

**Fax:**

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<b>Teacher Registration Number:</b>	
<b>Teacher Registration Status:</b>	
<b>Date of Registration Expiry:</b>	

<b>Please <u>tick</u> appropriate boxes:</b>		
<b>Are you a New Zealand citizen?</b>	<b>Yes</b>	<b>No</b>
<b>If not, do you have full residency status?</b>	<b>Yes</b>	<b>No</b>
<b>Do you have a current New Zealand work permit?</b>	<b>Yes</b>	<b>No</b>
<b>Have you ever had a criminal conviction?</b>	<b>Yes</b>	<b>No</b>
<b>If 'Yes', please provide details:</b>		

<b>Have you ever received a police diversion for an offence?</b>	<b>Yes</b>	<b>No</b>
<b>If 'Yes', please provide details:</b>		
<b>Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?</b>	<b>Yes</b>	<b>No</b>
<b>If 'Yes', please provide details:</b>		

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Are you awaiting sentencing / currently have charges pending?	Yes	No
If 'Yes', please state the nature of the conviction / cases pending:		
Have you been the subject of any concerns involving student safety?	Yes	No
If 'Yes', please provide details:		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do the job?	Yes	No
If 'Yes', please provide details:		
Have you ever had any 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 provide details:		
Do you have a current NZ Driver's Licence?	Yes	No

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## Educational Qualifications

**Please state your last secondary level qualification:**

**Please state all your tertiary level qualifications:**

**Please state any other qualifications that relate to this position:**

## Employment History

**Please outline your most recent employment history, beginning with your current or latest employment. [Older employment history can be detailed on your C.V.]**

<b>Period worked:</b>	<b>Employer's name:</b>	<b>Position[s] Held:</b>	<b>Reason for Leaving:</b>

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## Personal Skills and Characteristics

The position you are applying for requires specific knowledge, skills, attributes and personal characteristics. Please look at the Skills Matrix / Our Ideal Appointee section on Page One of the Job Description and outline below any 5 such qualities that meet 5 of these criteria or that are relevant and helpful in this role.

Specific Knowledge / Skill / Attribute/ Personal Characteristic	Past roles in which you have demonstrated this knowledge / Skill / Attribute / Personal Characteristic	What did you do that demonstrated this knowledge / Skill / Attribute / Characteristic
1.		
2.		
3.		
4.		
5.		

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## Referees

<b>Please provide the names of 3 people who could act as referees for you. At least one of these should be able to attest to your most recent work performance.</b>			
<b>Name:</b>	<b>Contact Details:</b> [Organisation and address]	<b>Phone:</b> [Landline and Cellphone]	<b>Relationship</b> [e.g. Employer / Principal]

## 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.	<b>Yes</b>	<b>No</b>
I authorise the Board, or nominated representative, permission to access any information held by the Teachers' Council, if relevant to the position, including matters under investigation, to gather information related to my suitability for appointment to the position.	<b>Yes</b>	<b>No</b>

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## Declaration

<b><i>I certify that:</i></b>
<b>The information I have supplied on this application form and on any supporting documentation is true and correct.</b>
<b>I confirm in terms of the Privacy Act 1993 that I have authorised access to my referees.</b>
<b>I know of no reason why I would not be suitable to work with children / young people in a school.</b>
<b>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.</b>
<b>Signature:</b> _____
<i>[Note if this form is completed electronically or is scanned or faxed back, a hard copy [signed] must also be provided within 7 days]</i>
<b>Printed Name:</b> _____
<b>Date:</b> _____

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