APPLICATION FOR EMPLOYMENT

St Paul's COLLEGIATE SCHOOL
HAMILTON DAY BOARDING TIHOI

CONFIDENTIAL

POSITION APPLIED FOR:

PERSONAL INFORMATION

First name(s):

Family name:

Other names:

Cellphone Number: **Email:**

Residential Address:

Date of Birth: **Gender:** **Male** ☐ **Female** ☐

RIGHT TO WORK IN NEW ZEALAND

To be employed in New Zealand, you must be a New Zealand or Australian citizen, a permanent resident, or hold a valid visa that entitles you to work.

Please select the option that best describes your current status:

☐ I am a New Zealand citizen
☐ I am an Australian citizen
☐ I hold a New Zealand permanent resident visa
☐ I hold a New Zealand resident visa
☐ I hold a valid work visa for New Zealand
☐ Other – please specify: _____

If you hold a visa, please provide the visa type, expiry date, and any relevant conditions:

TEACHER REGISTATION

Registration Number: **Provisional** ☐ **Full** ☐

Expiry Date: **Current PPTA Step / Year:**

Have you ever had your registration status cancelled or refused:

Have you ever been dismissed from a teaching/employment position?

TEACHING SUBJECTS

English	Junior ☐	Senior ☐	No experience ☐
Mathematics	Junior ☐	Senior ☐	No experience ☐
Science	Junior ☐	Senior ☐	No experience ☐
Social Science	Junior ☐	Senior ☐	No experience ☐
Physical Education	Junior ☐	Senior ☐	No experience ☐
Arts / Music	Junior ☐	Senior ☐	No experience ☐
Other			
More Information on Teaching Subjects / Areas of Specialist teaching:			
Experience / Areas of interest in Co-Curricular Activities (eg Sports / Cultural):			
Experience / Areas of interest in Pastoral Care / Boarding:			

EDUCATION

(Including University, Further Education etc.)

Highest formal Qualification achieved:	
Name of Education organisation of highest qualification achieved:	

Please list any additional qualifications, certifications, or formal training you consider relevant to this application.

	Qualification:	
	Qualification:	
	Qualification:	

EMPLOYMENT HISTORY

Have you previously been employed by St Paul's Collegiate School? Yes ☐ No ☐

Please provide details of your two most recent employment positions, starting with your current or most recent role.

Name of Employer:

Address:

Length of Service: **From:** **To:**

Position Held:

Nature of Work:

Reason for Leaving:

Name of Employer:

Address:

Length of Service: **From:** **To:**

Position Held:

Nature of Work:

Reason for Leaving:

GENERAL

Do you intend to engage in other paid work whilst employed in this position? Yes ☐ No ☐

Do you have or are you aware of any likely commitments which may prevent you from attending your place of employment during working hours? (eg sports, hobbies, special interest, education, training) Yes ☐ No ☐

If yes, give brief details:

Are you a member of a territorial force unit or volunteer fire brigade? Yes ☐ No ☐

If your application is accepted, when could you commence employment?

How did you become aware of this vacancy?

☐ **Word of Mouth**
☐ **Seek**
☐ **St Paul's Collegiate Website**
☐ **Education Gazette (Online)**
Other:

DRIVERS LICENCE

Do you have a current drivers licence? Yes ☐ No ☐

If yes, what class(es): **Licence No:**

Can you drive a manual vehicle? Yes ☐ No ☐

Are you awaiting hearing of any charges for driving offences? Yes ☐ No ☐

REFEREES

Please provide the names and contact details of two professional referees whom we may contact.

- At least one referee should be your current or most recent employer.
- If your most recent role did not involve working with children, your second referee should be from a previous role where you did work with children, if applicable.
- Referees must not be relatives or individuals known to you solely as friends.

The Waikato Anglican School Board of Trustees reserves the right to:

- Contact the referees you provide (we normally conduct digital reference checks, so email contact details are required);
- Phone referees to verify information;
- Seek references from any previous employer, including overseas employers if relevant;
- Approach other individuals who may have professional knowledge of you to gather information relevant to the role;
- Seek additional references if those provided are limited in detail (e.g. factual references only).

We will consult with you before contacting any person not listed as a referee.

All reference information received will be handled in accordance with the Privacy Act 2020 and the Employment Relations Act 2000, and will be treated as confidential. This means reference information will not normally be shared with you unless required by law.

REFEREE 1 - YOUR CURRENT OR MOST RECENT EMPLOYER

Full Name:	
Job title of Referee:	
Organisation's name:	
Email address:	
Phone number:	
Referee's relationship to applicant:	

REFEREE 2 - OTHER PREVIOUS EMPLOYER

Full Name:	
Job title of Referee:	
Organisation's name:	
Email address:	
Phone number:	
Referee's relationship to applicant:	

REFEREE 3 - OTHER PREVIOUS EMPLOYER / CHARACTER REFERENCE (OPTIONAL)

Full Name:	
Job title of Referee:	
Organisation's name:	
Email address:	
Phone number:	
Referee's relationship to applicant:	

CRIMINAL CONVICTIONS

WHAT MUST YOU DISCLOSE?

The Waikato Anglican School Board of Trustees is required to comply with the Criminal Records (Clean Slate) Act 2004 and the Children's Act 2014. Depending on the role you are applying for, you may be required to disclose your full criminal conviction history, including convictions normally concealed under the Clean Slate Act.
If the position you are applying for involves work that falls within the definition of a children's worker under the Children's Act 2014 (e.g. roles involving regular or overnight contact with children), the Clean Slate Act **does not apply**, and you must declare **all** convictions. If you are unsure whether the position you are applying for is covered by the Children's Act, please ask us for clarification.

What must be disclosed?

Unless the Clean Slate Act applies to this position, you must disclose any convictions where you have:

- ☐ Been convicted of an offence at any time;
- ☐ Been sentenced to a custodial sentence (e.g. imprisonment, borstal);
- ☐ Been detained in a hospital due to mental health issues instead of sentencing;
- ☐ Been convicted of a 'specified offence' (e.g. sexual offending against children or vulnerable people);
- ☐ Not paid in full any fine, reparation or court-ordered costs; or
- ☐ Been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998.

PLEASE ANSWER THE FOLLOWING BASED ON THE ABOVE CRITERIA. TICK ONE BOX ONLY:

☐ **No**, none of the above criteria applies to me- I have no convictions, am not awaiting sentencing, and have no charges pending.

☐ **Yes**, at least one of the criteria applies and I will disclose my criminal convictions, pending sentencing, or charges in the table below.

DISCLOSURE OF CRIMINAL CONVICTIONS

Offence Year	Committed	Details of Fine/PD/Supervision/Imprisonment

SUITABILITY TO WORK WITH CHILDREN

St Paul's Collegiate School is committed to the safety and wellbeing of children and young people. As a Children's Worker employer under the Children's Act 2014, we are required to assess the safety and suitability of all staff who may have regular or unsupervised contact with children.

Have you ever been the subject of any concerns or investigations involving the safety or wellbeing of children or young people? Yes ☐ No ☐

Have you ever been the subject of a complaint involving inappropriate behaviour towards a child or young person (including emotional, physical, verbal, or sexual conduct)? Yes ☐ No ☐

Have you ever been refused employment, had your employment terminated, or been subject to disciplinary action in a role involving children or young people? Yes ☐ No ☐

Are there any circumstances or behaviours in your past that may affect your suitability to work in a school or with children? Yes ☐ No ☐

If you answered "Yes" to any of the previous questions, please provide brief details below:

Please note: Any information you provide will be treated in confidence and used only for the purpose of assessing your suitability for employment, in accordance with the Privacy Act 2020.

HEALTH

To help us meet our obligations under the Health and Safety at Work Act 2015 and to ensure a safe working environment, we ask you to provide the following information. This helps us identify any health-related support or workplace adjustments you may require to perform your role safely and effectively.

Any information you provide will be treated confidentially and used only for the purpose of assessing your ability to carry out the position and to make any reasonable accommodations.

Do you smoke or vape?
NOTE: ST PAUL'S COLLEGIATE SCHOOL IS A 100% SMOKE AND VAPE FREE SITE (both indoors and outdoors)

Yes ☐ No ☐

Are you allergic to, or have sensitivity to, any substances or chemicals?

Yes ☐ No ☐

Do you have any injury, illness, medical condition, or disability that may affect your ability to safely perform the duties of the role you are applying for?

Yes ☐ No ☐

Have you every suffered any back injury or strain?

Yes ☐ No ☐

Have you ever suffered from any gradual process or overuse injuries e.g. RSI, OOS (which includes tedonitis, carpal tunnel syndrome, tennis elbow/epicondylitis etc

Yes ☐ No ☐

If yes, please provide brief details, including any supports or accommodations that may assist you in performing the role safely and effectively*:

How many days absence in your last 12 months of employment were due to sickness, injury and/or accident?

0-2 ☐ 3-5 ☐ 6-10 ☐ 11-15 ☐ 16-20 ☐ Over 20 days ☐

** Providing this information does not affect your application. It helps us understand any workplace adjustments or support you may require. Any information provided will be kept confidential and used only for lawful purposes in accordance with the Privacy Act 2020.* This information will not affect your application outcome but assists us in identifying any workplace adjustments or support you may need.

STATEMENT OF PRIVACY:

In accordance with the Privacy Act 2020, I consent to the Headmaster and delegated employees of St Paul's Collegiate School, and the Board of Trustees of the Waikato Anglican College Trust, collecting, storing, and using the information provided in this application for the purpose of assessing my suitability for employment at St Paul's Collegiate School.

I authorise the Headmaster, delegated employees of the school, and the Board of Trustees to contact the referees I have listed, and/or any current or former employers, principals of schools where I have taught, or other relevant persons or agencies, to obtain information to support this assessment. I understand that the information collected will be treated as confidential and used only for lawful and relevant employment-related purposes.

DECLARATION:

I declare that, to the best of my knowledge, all the information provided in this application is true and complete. I understand that:

- Any false or misleading information, or material omission, may disqualify me from appointment or, if discovered after appointment, may result in disciplinary action or dismissal.
- If I have provided false information about my health, it may affect my eligibility for ACC entitlements.
- I have read and accept the privacy statement above and consent to the collection and use of my information as outlined.

Full Name		**Date**	
Signature		☐ Tick in lieu of electronic signature	

Collecting and Holding Personal Information
The personal information you provide on this employment application form will be collected and securely held by St Paul's Collegiate School, located at 77 Hukanui Road, Chartwell, Hamilton 3240.

Purpose
This information is collected for the purpose of assessing your suitability for employment at St Paul's Collegiate School, including consideration for any future changes in your employment within the School.

If your application is unsuccessful, your application form and any associated personal information will be securely destroyed one month after the appointment of the successful applicant.

Your Access to This Information
You have the right to access the personal information we hold about you and to request corrections to ensure that it is accurate and up to date. To request access or correction, please contact work@stpauls.school.nz

Thank you for taking the time to complete this application form.

If you have any questions about your application or the recruitment process, please contact our HR Team at: work@stpauls.school.nz