



# Tamaki College

## Application for Employment Form for Teaching Staff

**Position** \_\_\_\_\_

### A. Personal Information

*Full Name:* \_\_\_\_\_  
Surname First Name(s)

Mr Mrs Ms Miss (Please Circle)

*Address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Telephone* \_\_\_\_\_  
Private Mobile  
\_\_\_\_\_  
Fax Email

### B. Educational Qualifications

Certificate: TTC / Dip Tch / H Dip Tch / Special: \_\_\_\_\_

*Date of Certification:* \_\_\_\_\_

*Teacher Registration No:* \_\_\_\_\_ *Expiry Date:* \_\_\_\_\_

*Degrees / Diplomas:* \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Other Qualifications:* \_\_\_\_\_  
\_\_\_\_\_

**C Current Employment**

Position: \_\_\_\_\_ Appointed: \_\_\_\_\_  
Year

School: \_\_\_\_\_

Location: \_\_\_\_\_

For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?

Yes  No

**D. Health**

Do you have any know condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?

Yes  No

If **YES**, please specify: \_\_\_\_\_

This school has a no smoking policy – are you prepared to abide by this?

Yes  No

**E. Convictions Against the Law**

Have you ever been convicted of any criminal offence (other than a minor traffic offence)?

Yes  No

If **YES**, please list criminal convictions, except in those cases where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004. (see Pg 4)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently awaiting the hearing of any charges? Yes  No

The Board reserves the right to contact authorities to verify any claim made.

**Co-Curricula Activities**

A commitment to the co-curricula life of the school is expected of successful applicants. Please indicate what commitment you would make to sport or cultural activities.

\_\_\_\_\_

**F. Referees**

*Please provide names, addresses and phone numbers of three (3) referees, one of whom is a current or previous employing BOT member and/or Principal*

1.

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone – Private                      Telephone – Business                      Ext  
\_\_\_\_\_  
Email

*Capacity in which you have known this person:* \_\_\_\_\_  
\_\_\_\_\_

2.

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone – Private                      Telephone – Business                      Ext  
\_\_\_\_\_  
Email

*Capacity in which you have known this person:* \_\_\_\_\_  
\_\_\_\_\_

3.

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone – Private                      Telephone – Business                      Ext  
\_\_\_\_\_  
Email

*Capacity in which you have known this person:* \_\_\_\_\_  
\_\_\_\_\_

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Signature: ..... Date: .....

## **Criminal Records (Clean Slate) Act 2004**

This legislation was enacted in May 2004. The act introduces a clean slate scheme. An individual is legally deemed to have no criminal record and s/he need not disclose convictions if the following criteria are satisfied:

1. S/he has not committed any offence within 7 (consecutive) years of being sentenced for the offence and
  2. S/he did not serve a custodial sentence for the offence (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  3. The offence was not a specified offence (specified offences are in the main sexual in nature) and
  4. S/he has paid any fine or costs
- Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences.

### **Examples:**

1. Person A was convicted of an assault 10 years ago and received a community-based sentence. S/he has not committed any offence since. Person A is eligible under the scheme
2. Person B was convicted of theft 3 years ago and received a fine which was paid. S/he is not eligible under the scheme as 7 years have not lapsed since the date of conviction.

### **Effect of Law**

The effect is that a person who fulfils all of the above criteria can state that s/he has no criminal record in response to questions. If a person only fulfils some of the criteria s/he is not eligible.

**Police vetting:** Printouts from the police computer (LES formerly the Wanganui Computer) will not reveal a persons criminal record if the criteria are fulfilled.