



# SACRED HEART COLLEGE

## APPLICATION FOR APPOINTMENT (Staff – Non-Teaching)

Please fill in this form and return it by due date, together with a covering letter, your CV and any other material you consider relevant to:

The Principal  
Sacred Heart College  
Lower Hutt

Email: halld@sacredheartcollege.school.nz

Your application, CV and any other material you include cannot be returned. Please do not send folders or original documents.

If your application is successful, the information will form part of the School's personnel records. Information relating to unsuccessful applicants is destroyed. The above statements are made in accordance with the Privacy Act 1993.

1. Position			
Job title:			
Please attach:	<input type="checkbox"/> CV	<input type="checkbox"/> Covering Letter	
2. Personal Information			
Your Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
Family Name:			
Given Name/s:		Preferred Name:	
Physical Address:			
Postal Address: (if different to above)			
Home Phone:	( )	Mobile:	
E-mail Address:		MOE Number:	
Language:	Is English your 1 <sup>st</sup> language: <input type="checkbox"/> YES <input type="checkbox"/> NO What other language/s do you speak? _____		
3. Citizenship and Right to Work			
Are you legally entitled to work in New Zealand:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If 'Yes' select one of the following and provide documented evidence: <input type="checkbox"/> New Zealand citizen <input type="checkbox"/> Resident/Permanent resident <input type="checkbox"/> Current work permit (expiry date: _____)			
If on a work permit are there restrictions on the type of work you can do? <input type="checkbox"/> NO <input type="checkbox"/> YES (if yes you may not be eligible to be employed by Sacred Heart College)			
4. Medical or Injury Details			
Could a previous or pre-existing injury or illness be aggravated by the requirements of this position or prevent you carrying out its responsibilities?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, answer below: i) What are the full details of all your injuries/medical condition? ii) How is your performance likely to be affected?			

Please note that declaration of a medical condition will not rule you out of consideration, but you may be required to provide a medical clearance and/or to authorise ACC to release your injury history record.

### 5. Employment history

Please list your work experience for the last five years at least, beginning with your most recent position.

Period worked (please specify the start and end dates)	Name of Employer (or reason for gap in employment)	Position held	Reason for leaving

### 6. Qualifications *(use a separate sheet if required)*

Certificates, degrees, diplomas or other relevant qualifications	Subjects or papers passed and levels (if these are not in accompanying CV)	Date / Year Completed

### 7. Information for disclosure of criminal convictions \*

You must declare any convictions if you have:

- ever had a criminal conviction (*A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014. The Clean Slate Act does not apply to Schedule 2 offences.*)
- received a police diversion for an offence
- ever been discharged without conviction for an offence
- ever been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal, home detention)
- ever been ordered by a court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced
- ever been convicted of a "specified offence" (eg sexual offending against children and young people)
- ever been convicted of a driving offence that resulted in temporary or permanent loss of licence, or imprisonment.

Please answer the following based on the above criteria.

**YES** *At least one of the criteria applies and I disclose my criminal convictions below.*

**NO** *None of the above criteria applies to me, or I have no convictions*

Have you ever been the subject of any concerns involving child safety <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> If "Yes" please detail:			
<b>Police Vetting Check*</b>			
The Education Act 1989 amended by the Education Standards Act 2001 requires the College to undergo Police Vetting of any person who is to be appointed to a position at the College. You are required to give permission initially for a Police Vetting check to be conducted if required. Should your application for this position be successful the offer of employment remains conditional until such time as this has been completed and is satisfactory.			
I give my consent for Police Vetting Check to be carried out and the necessary information being accessed. <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>			
<b>8. Statistical Information</b>			
Where did you hear of this vacancy? (please tick one)	SEEK	SHC Website	Other
<b>9. Verbal Referees</b>			
Please list up to three referees who we could contact about your suitability for the position, including at least <b>two</b> recent work related referees, including your current or most recent manager.			
	<b>Referee 1</b>	<b>Referee 2</b>	<b>Referee 3</b>
Name of Referee			
Company Name			
Position			
Relationship to applicant			
Phone number			
Email			
I consent to Sacred Heart College seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information sought to be released to those persons involved with the recruitment and selection process of Sacred Heart College, but otherwise held in strictest confidence. <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>			

I certify that the above information is full and correct. I understand that if any false information is given or any material fact suppressed I may be disqualified from consideration or if appointed I may be dismissed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Note:**

- 1a. 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 Children's Act 2014**, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
- b. 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 sentence<sup>1</sup> at any time
  - The offence was neither a **specified offence under the Criminal Records (Clean Slate) Act 2004** nor a **specified offence under the Children's 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 so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice
2. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg passport) and a secondary identity document (eg New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last sections of the **Children's (Regulations for Safety Checks of Children's Workers) Regulations 2015**

<sup>1</sup> **Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served home detention, borstal training, detention centre training and may other centre 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.