



## APPLICATION FOR APPOINTMENT TO A POSITION AT ST PATRICK'S COLLEGE SILVERSTREAM

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
6. a) 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 committed 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 fine 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.

b) Under the *Vulnerable Children Act 2014*, core workers in schools will not be covered by the Clean Slate. All serious sexual or violent offenses against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

This application 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 person cited in the advertisement.

**OFFICE USE ONLY: This page must be retained on file as part of the application;**

**it must not be removed or destroyed.**

TO: Mr Grahame Duffy  
Rector  
St Patrick's College, Silverstream  
Private Bag 906  
UPPER HUTT 5018

207 Fergusson Drive  
Silverstream, Upper Hutt 5018  
Telephone: 64 4 9394224  
E-mail: duffyg@stream.school.nz

Position Applied for \_\_\_\_\_

Surname \_\_\_\_\_ First Names \_\_\_\_\_

Full Postal Address \_\_\_\_\_  
\_\_\_\_\_

Home Telephone No \_\_\_\_\_

Work No \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail address \_\_\_\_\_

Title: Dr / Mr / Mrs / Miss / Ms

Gender: M / F

Date of Birth \_\_\_\_\_

Teacher  
Registration PROVISIONAL / FULL / OTHER

Teacher  
Registration No \_\_\_\_\_

Expiry Date \_\_\_\_\_

MOE No \_\_\_\_\_

**REFEREES**

1.

2.

3.

<b>Authority to Approach Other Referees</b>	
I authorize 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 / No</b>
I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other education organization, including matters under investigation, to gather information related to my suitability for appointment to the position.	<b>Yes / No</b>

<b>Proof of Identity and Right to Work Check</b>	
<i>Shortlisted applicants being interviewed will need to provide two types identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).</i>	
<b>Immigration information</b>	
Are you a New Zealand citizen?	<b>Yes / No</b>
If not, do you have resident status, or	<b>Yes / No</b>
A current work visa?	<b>Yes / No</b>
Are there conditions applied to this Visa? .....	
Have you ever received a police diversion for an offence? If "Yes" please detail:	<b>Yes / No</b>
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? If "Yes" please detail:	<b>Yes / No</b>
Are you awaiting sentencing/currently have charges pending? If "Yes" please state the nature of the conviction/charges pending:	<b>Yes / No</b>
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If "Yes" please elaborate:	<b>Yes / No</b>
Have you ever been the subject of any concerns involving student safety? If "Yes" please detail:	<b>Yes / No</b>
Are you willing and prepared to work in a College with a special Catholic character, and to support that Catholic character as appropriate?	<b>Yes / No</b>
What co-curricular activities of the College are you willing and prepared to contribute to:	

**CONFIRMATION**

- a. I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- b. In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
- c. I know of no reason why I would not be suitable to work with children/young people.
- d. I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board of Trustees by such persons of whom enquiry is made on matters pertinent to the job description and person specification.
- e. 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.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE: If completing this electronically, a hard copy (signed) must be provided**

