



Application for Employment

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

1. Please fully complete this form personally. First, read it through, 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 necessary.
 3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
 4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
 5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
 6. All applicants will be required to give consent to a Police vet.
 7. a) 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 sentence¹ at any time
 - the offence was neither a [specified offence under the 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.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's Regulations 2015](#).
9. This information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

¹**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence 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.



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Teacher/Kaiāwhina Job Description	
Name:	
Responsible to:	Principal, Deputy Principal, Team Leader
Person Specification:	<ul style="list-style-type: none"> • To be an effective team member and teacher • Uphold the school's vision and values. • Work towards the strategic goals • <i>Meet the Standards for the Teaching Profession and Code of Professional Responsibility-Teachers only</i> • Uphold the Sunnyvale quality practice indicators.
Remuneration:	As per Salary Assessment in the Collective Agreement
Strategic goals	Quality practice indicators
<p>CONNECT</p> <p>All learners will experience success and belonging.</p>	<p>Overarching QPI</p> <p>At Sunnyvale School we agree and always aspire to:</p> <p>Be honourable Treaty partners through ensuring Te Reo Māori me ona Tikanga is interwoven through daily practices</p> <p>Be in a cycle of continuous improvement</p> <p>Reject and challenge deficit theorising and racism- including systems and structures that perpetuate these</p> <p>Engage in trauma informed practices- including having inclusive routines and structures that support feelings of safety</p> <p>Listen to and act on feedback</p> <p>Pronounce names correctly</p> <p>Recognise and value culture, prior knowledge and experiences as resources for learning</p>
<p>LEARN</p> <p>All learners will make at least one year's progress every year.</p>	
<p>CREATE</p> <p>To create environments which reflect and enhance</p>	



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quality practice.	Create space and pathways for cultural strength, knowledge and learning Have shared, high expectations of ourselves and our learners
<p>SHARE</p> <p>All learners will experience teaching and learning that connects with home, community and culture.</p>	<p>Recognise that every learner is a member of a whānau and respond to the cultures and aspirations of their whānau</p> <p>Actively build whānaungatanga whereby people feel known, heard, included and valued</p>

Teacher Expectations

- Be organised, effective and efficient, demonstrating reliability in meeting expected timelines and commitments;
- Be honest, show integrity and be able to maintain confidentiality;
- Be a self motivated and reflective learner who is potential focused, flexible, seeks feedback and engages in a review, reflect and act iterative cycle of improvement;
- Ensure learning time is maximised through effective planning, teaching and time management;
- Be an approachable, supportive and collaborative team member;
- Actively participate in the Sunnyvale School community;
- Be professional in your physical appearance;
- Be inclusive and respectful in your communication;
- Model and support honest, open, respectful working relationships. This means communicating when there is a problem and supporting others in the team to do so in a growth, potential- based approach.

Kaiāwhina Expectations

- Be organised, effective and efficient, demonstrating reliability in meeting expected timelines and commitments;
- Be honest, show integrity and be able to maintain confidentiality;
- Ensure learning time is maximised through effective time management;
- Be an approachable, supportive and collaborative team member;
- Actively participate in the Sunnyvale School community;
- Be professional in your physical appearance;
- Be inclusive and respectful in your communication;
- Model and support honest, open, respectful working relationships. This means communicating when there is a problem and supporting others in the team to do so in a growth, potential- based approach.



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Position applied for:		
Name:		
D.O.B		
Are you known by any other names?	Yes, please provide details:	No
Postal Address:		
Email:		
Phone:		
<u>Immigration information</u>		
Are you a New Zealand citizen?	Yes	No
If not, do you have resident status, or	Yes	No
A current work permit	Yes	No
<u>Have you ever had a criminal conviction?</u>		
If "Yes" please detail:		Yes No
<p><i>(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.)</i></p>		
<u>Have you ever received a police diversion for an offence?</u>		
If "Yes" please detail:		Yes No
<u>Have you ever been discharged without conviction for an offence?</u>		
If "Yes" please detail:		Yes No



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<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?</p> <p>If “Yes” please detail:</p>	<p>Yes No</p>
<p>Do you have a current New Zealand driver’s licence?</p>	<p>Yes No</p>
<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?</p> <p>If “Yes” please detail:</p>	<p>Yes No</p>
<p>Are you awaiting sentencing or do you have charges pending?</p> <p>If “Yes” please state the nature of the conviction/cases pending:</p>	<p>Yes No</p>
<p>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?</p> <p>If “Yes”, please detail:</p>	<p>Yes No</p>
<p>Have you ever been the subject of any concerns involving child safety?</p> <p>If “Yes” please detail:</p>	<p>Yes No</p>
<p>Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?</p> <p>If “Yes”, please detail</p>	<p>Yes No</p>
<p>For teaching positions:</p>	
<p>Do you hold a current practicing certificate from the Teaching Council of Aotearoa New Zealand?</p> <p>Please enter your registration number:</p>	<p>Yes No</p>



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Educational qualifications

Please record the name of the institution, year and relevant details.

Institution	Year Awarded	Qualification

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please specify the start and end dates)		Employer's name (or reason for gap in employment)	Position held	Reason for leaving
Start date	End date			



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Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Position	Email	Phone number

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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.