



Mana College

Application for appointment

Position	Support Staff Mana College Awarua Street PORIRUA
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Thank you for applying for this position. Please ensure you have a copy of the job description and person specification before completing this application. Please note:

1. Please complete this form personally. When you have answered all the questions please sign and date it on the last page.
2. Please attach a CV with any additional information. If you include written references we may contact the writers of those references.
3. Copies only of qualifications should be attached. If you are successful in winning the position you will be required to provide originals as proof of qualifications.
4. If you are invited to an interview you may bring whānau/support people at your own expense. Please let us know if you intend to do this.
5. If any information given in this application proves to be not correct any offer of employment may be withdrawn or appointment may be terminated if information is later found to be false.
6. Appointment will be confirmed on receipt of a satisfactory police vet. It is a requirement in the Education Sector for all employees to be police vetted.
7. In terms of a criminal conviction the Criminal Records (Clean Slate) Act 2004 allows that certain convictions do not have to be disclosed providing:
 - a. you have not committed any offence within 7 consecutive years of being sentenced for the offence **and**
 - b. you did not serve a custodial sentence at any time **and**
 - c. the offence was not a specified offence (specified offences are often sexual in nature) **and**
 - d. you have paid any fine or costs

Custodial sentences include preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not required to disclose convictions which meet the requirements of the Criminal Records Act, but you may do so if you wish. If you are uncertain whether or not you must disclose a conviction please contact the Ministry of Justice.

8. 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 questions about the form or any of the information it contains please contact the person cited in the advertisement.

This page must be retained on file as part of the application. Do not remove it from the completed application.

Application

The position you are applying for	
Your last name or family name	
Your first name	
Your address	
Your contact phone numbers	
Your contact email	

Please tick the appropriate boxes below

Citizenship/residency status	Yes	No
Are you a New Zealand Citizen?		
If not, do you have NZ permanent resident status?		
Do you have a current work permit?		

Criminal activity	Yes	No
Have you ever had a criminal conviction? <i>(Convictions under the Clean Slate Act do not have to be disclosed – see above)</i>		
Have you ever received police diversion for an offence?		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?		
Are you awaiting sentence/ currently have charges pending?		
Have you been the subject of any concerns involving student safety?		
<i>If you have answered yes to any of these questions please attach details to this application.</i>		

Health and general suitability	Yes	No
Have you have any injury or medical condition caused by gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries which the tasks of this job may aggravate?		
Are there anything else we should know to assess your suitability for appointment to this position and ability to do the job?		
<i>If you have answered yes to either of these questions please attach details to this application.</i>		

Yes	No
Do you have a current New Zealand driver's licence?	



Qualifications	
Please give your highest secondary school qualification.	
Please give any other qualifications relevant to this position	

Employment history – please begin with your most recent employment			
Period worked	Employer's name	Position	Reason for leaving

Referees		
Please provide the names of three people who are willing to act as referees for you. One or more should be able to attest to your work performance.		
Name	Relationship (eg Employer)	Contact details

Authority to approach other referees	Please sign
I authorise the Board or nominated representative to approach people other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position for which I am applying.	



The position you have applied for requires specific knowledge, skills, experience and attributes. These are in the job description. Please outline below situations in which you have demonstrated these attributes and abilities.

Knowledge, skill, attribute	Past roles in which this has/ these have been demonstrated	How did you demonstrate it

Declaration

I declare that the information I have supplied in this application is true and correct. I confirm that I have authorised access to referees. 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: _____

If you are submitting this form electronically and you are shortlisted a hard copy must be provided at time of interview.