

**Application for Appointment**

**Rutherford Primary School**

Please note: The application must be signed and submitted with a current C.V.

## **Personal Details**

Name of Applicant:

Address:

NovoPay Number:

### **Phone Contacts**

* Home:
* Work:
* Mobile:

### **Email Address:**

## **Legal Work Status**

Are you legally entitled to work in New Zealand? YES / NO

## **Convictions**

Have you been convicted of any offence against the law (apart from minor traffic convictions) or do you have any criminal charges pending or do you know of any other reason you should not be employed to work in a school/educational environment?

YES/NO

Note: Under the Clean Slate act you do not need to disclose certain convictions if you have not been convicted of an offense in the last seven years. You can find out more about what you must disclose on<http://www.justice.govt.nz/pubs/other/2004/clean-slate/english-clean-slate.pdf>

If Yes, please provide details on a separate sheet of paper.

## **Health**

Do you have any known health condition that may affect your ability or your efficiency in carrying out the duties and responsibilities of the position at an Albany primary school? YES / NO

If YES please provide date and details on a separate sheet.

## **Additional Information**

Do you have any matters relating to yourself currently or previously before the Education Council?

YES/NO

Do you have a current New Zealand driver’s licence?

YES/NO

Do you give permission for your police record to be checked?

YES/NO

Have you changed your name by deed poll / statutory declaration?

YES/NO

If yes, other names known by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## **Work History**

(Please start with your most recent / current position)

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| --- | --- | --- | --- |
| **Employer** | **Position Held** | **Duties Started** | **Duties Ceased** |
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## **Qualifications**

|  |  |  |
| --- | --- | --- |
| **Qualification Attained** | **Name of Provider** | **Year of Completion** |
|  |  |  |
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## **Referees**

Please supply the names and contact details of three (3) referees.

NOTE: It is very important that we have ALL telephone contact numbers as we may be phoning them after working hours.

### **Name of Referee (1):**

#### **Address :**

#### **Phone Contacts :**

* Home:
* Work:
* Mobile:

#### **Email:**

#### **Relationship to the Applicant:**

### **Name of Referee (2):**

**Address :**

**Phone Contacts :**

Home:

Work:

Mobile:

**Email:**

**Relationship to the Applicant:**

### **Name of Referee (3):**

#### **Address :**

#### **Phone Contacts :**

* Home:
* Work:
* Mobile:

#### **Email:**

#### **Relationship to the Applicant:**

## **Declaration**

I certify the information provided on this form, in my CV and on supporting documents is correct and no relevant details have been omitted. I authorise the referees named in my Curriculum Vitae and any other person or organisation that the schools I have identified in this application may approach, to disclose any information required for the purpose of assessing my suitability for employment and understand that all information gathered will remain confidential to the Reliever Appointments Committee.

I understand that each school I have identified in this application may retain the information which I have provided for the purposes of assessing my suitability for appointment for up to 90 days following the filling of the position to which this application relates if my application is unsuccessful. After this time, my personal information will be confidentially destroyed unless requested otherwise by me.

I understand that each school I have identified in this application, in accordance with the Privacy Act 1993, to have the right of access to certain information and to request a correction to it and/or to request that there be attached to it a statement that you have requested a correction. Additionally, and in accordance with the Privacy Act 1993, each school that I have identified in this application agrees to maintain the information provided by you in a confidential and secure manner and to only share with schools you have identified to be shared with through this application process. The information will be used only for the purposes of assessing your suitability for the position for which you have applied and your information will not be passed onto any third party without your permission in writing.

The applicant -

Agrees that if offered the position, they will produce -

* An IRD number
* A bank account number
* Original or certified copies of educational qualifications
* Evidence of teacher registration and a current full practising certificate
* Evidence of citizenship/residency status, work permit
* A current identification from a document listed category A and in B

|  |  |
| --- | --- |
| **Category A** | **Category B** |
| A New Zealand passport | New Zealand Driver’s Licence |
| A NZ Certificate of Identity issued under the Passports Act 1992 to Non- New Zealand citizens who cannot obtain a passport from their country of origin. | 18+ Card (must be current) |
| NZ Certificate of Identity (issued to people who have refugee status) | Community Services Card |
| New Zealand Refugee Travel Document | Super Gold Card |
| Emergency Travel Document | Veteran Super Gold Card |
| New Zealand Firearms License | Inland Revenue Number |
| Overseas Passport (current) | Electoral Roll Records |
| NZ full birth certificate issued on or after 1998. | NZ issued utility bill, issued not more than 6 months earlier |
| NZ Citizenship Certificate. |  |

This information will be used for the purposes of assessing and processing this application. Please note that if you give any false or misleading information or have omitted any important information during the appointment process, you may be disqualified from appointment, or if already appointed, may be liable for dismissal. I also certify that I have read and understood the information contained within this declaration.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_/\_\_\_\_\_/\_\_\_

## **CRIMINAL RECORDS (CLEAN SLATE) ACT 2004**

### **What does it mean for me?**

#### **What does this law do?**

The "clean slate" law helps you put your past behind you by giving you the right, in some circumstances, to withhold information about your convictions. To do so, you have to meet a range of conditions to do with your conviction history. However, youth court outcomes, infringements, and overseas convictions are not "convictions" under the clean slate scheme, so are not included when weighing up whether you qualify for a "clean slate".

The Criminal Records (Clean Slate) Act 2004 came into force on 29 November 2004.

#### **What conditions do I have to meet?**

You must meet all conditions in section 7 of the Act (a summary is set out below) before your convictions can be withheld. The Act should be consulted for full information.

You must have:

* No convictions within the last 7 years;
* Never been sentenced to a custodial sentence e.g. imprisonment, corrective training, borstal
* Never been ordered by a Court following a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced;
* Not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired);
* Paid in full any fine, reparation, or costs ordered by the Court in a criminal case;
* Never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

#### **How do I know if I meet the conditions?**

The Act creates an automatic scheme - therefore, it is not necessary to apply for a "clean slate".

You can request a copy of your criminal record from the Privacy Assistant of the Ministry of Justice to see if you meet the conditions. If you are eligible under the scheme your convictions will be concealed. If your convictions remain on your criminal record, you do not meet the eligibility conditions.

You can get information about obtaining a copy of your criminal record and an application form from:

(a) The Ministry of Justice website - [www.justice.govt.nz](http://www.justice.govt.nz)

(b) Your local court; or

(c) By writing to:

The Privacy Assistant of Justice,

National Office

PO Box 2750,

Wellington

There are two situations where people who do not meet the criteria can apply to the Court to have a conviction disregarded: where there is a conviction for an offence that has been decriminalised; where a non-custodial sentence was imposed for a "specified offence". You should seek legal advice about whether you can make an application in these circumstances.

#### **What if I am convicted of another offence after I get a "clean slate"?**

Having a "clean slate" is based on meeting the conditions set out above: if you later break the conditions you lose the right to a "clean slate" until the conditions are again met.

#### **Are there any circumstances where my convictions will still be disclosed?**

Sometimes, your convictions can continue to be disclosed (see section 19). Examples include:

· If you apply for certain types of employment (e.g. a member of police, prison or probation officer, national security positions, a judge, or JP) or roles involving the care and protection of children (e.g. foster parent).

· Investigation and prosecution of further offences; and

· Criminal or civil proceedings.

Where an "employment" exception applies the application form should explicitly state that all convictions must be disclosed, regardless of whether you are eligible for a "clean slate" at the time.

In these situations all convictions must be disclosed on the application form and if your criminal record is disclosed by either the Ministry of Justice or the New Zealand Police your complete criminal record will be disclosed.

You should seek independent legal advice if you have any queries about whether a particular role fits within an exception to the legislation.

#### **FAQ**

**Can I conceal my convictions when I answer forms when travelling overseas or completing visa application forms?**

No. Your clean slate does not apply when you deal with a foreign country or where it relates to a matter of foreign law (such as obtaining a visa, dealing with immigration and customs etc). The weight that is given to the conviction will be at the discretion of the country in question.

**What if I still want a copy of all of my convictions and not have them concealed?**

Under the provisions of the Privacy Act 1993 you will still be able to request a copy of all information held about you by the Ministry of Justice. This will involve a written request to the Ministry of Justice.

**I am an employer. How does this law impact on what questions I can ask an applicant in an application form or an interview?**

The law applies to employment and any other situation where an individual is asked about his/her criminal record (e.g. tenancy, insurance, and bank application forms).

It enables someone who meets the eligibility criteria to answer a question asked about his/ her convictions or criminal record by stating that he/ she has no criminal record.

It will be an offence for any person, without lawful authority, to require or request that an individual disclose their criminal record, when he/she is lawfully entitled not to. The maximum penalty for this offence is a fine not exceeding $10,000.

**How can I get more information?**

A copy of the Criminal Records (Clean Slate) Act 2004 can be purchased from Bennetts

Government Bookshops or downloaded for free from: [www.legislation.govt.nz](http://www.legislation.govt.nz)

Alternatively, you can seek independent legal advice from your solicitor or your local Community Law Centre.

This information is also available in Maori, Cook Island Maori, Samoan, Tongan and Niuean from the Ministry of Justice web site.