

PO Box 4237, Kamo, Whangarei  
Telephone (09) 4352458; Fax (09) 4350458

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

**POSITION APPLIED FOR:**

**PERSONAL DETAILS:**

NAME:

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ADDRESS:

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CONTACT TELEPHONE NUMBER:

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EMAIL

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GENDER:    Female        Male   

ETHNIC IDENTIFICATION (Maori/NZ European/Other):

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(EEO information confidential; to be used for statistical purposes only)

Are you a New Zealand citizen?                      Yes                          No   

If not, do you have a resident status, or                      Yes                          No   

A current work permit (expiry date)                      Yes                          No   

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

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?

Yes  No

If "Yes", please detail:

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**QUALIFICATIONS:** (Educational or other relevant qualifications)

Qualification	Provider	Date Attained

Copies only of qualification certificates should be attached. If successful in your application you may be required to provide the originals as proof of qualifications.

**EMPLOYMENT HISTORY**

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

Employer	Position	Start Date	End Date	Reason for leaving

**CONVICTIONS AGAINST THE LAW/UNSUITABILITY FOR THE POSITION:**

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 Vulnerable Children 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.

Have you ever been convicted of any offence against the law (apart from minor traffic convictions), or otherwise know of any reason why you should not be employed to work in the school environment?

Yes  No

If you have answered “YES”, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

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Have you ever been the subject of any concerns involving child safety?

Yes  No

If “Yes”, please detail:

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Please note you may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned. Failure to provide correct and true details of any conviction will make you liable to dismissal from the employment of the Board of Trustees, should you be a successful applicant.

**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. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Organisation	Position/Relationship	Contact telephone

**Authority to approach other referees**

- I authorise 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.
  
- I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.

**DECLARATION:**

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information provided in this application and in my Curriculum Vitae is true and correct.

I accept that the Board of trustees of Excellere College may seek external confirmation of any of the details of my application.

I give authorisation to disclose information by the New Zealand Police.

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?

Yes  No

If "Yes", please detail:

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Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

- Shortlist 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 Vulnerable Children Regulations 2015
- If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this your intention.
- This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

Please attach your CV, Special Character Responses and other relevant information.

**Forward your application to:**

**The Principal, Excellere College, PO Box 4237, Kamo, Whangarei.**

**Email - [principal@excellerecollege.school.nz](mailto:principal@excellerecollege.school.nz)**