

APPLICATION FORM FOR THE POSITION OF WELLNESS CENTRE CO-ORDINATOR

Please write or type in the fields below and email your completed form to principal@rghs.school.nz.
You may also post your completed form to the school.

1. Personal Details

Title:	_____
First Name:	_____
Preferred Name:	_____
Last Name:	_____
Home Address:	_____ _____ _____
Telephone No:	Landline: _____ Mobile: _____
Email Address:	_____

2. Information on Identity Checking

Please note, in order to meet the requirements of section 31 of the Vulnerable Children Act 2014, Rotorua Girls High School will complete a safety check on all appointees. This will include the requirement for all appointees to produce, in person, an original primary identification document (such as valid passport) **and** a secondary identification document (such as a driver's licence) prior to commencing employment. One of these documents must be photographic. Information on identity confirmation appears on the last page of this application form.

3. Qualifications

Please outline qualifications held. Please provide more details in attached documents if you wish.

- _____
- _____
- _____
- _____
- _____
- _____

NOTE: Please provide certified copies of your relevant qualification with this application

4. Details of Previous Employment

Please list your previous employment over (at least) the last five years together with the dates of employment.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

5. Personal Statement

If you wish, please write or type a brief Personal Statement in below:

6. Referees

*Please indicate the names, positions, addresses and contact telephone numbers of **THREE** referees.
At least one referee must be your current or immediate prior manager or supervisor:*

Referee 1 Name: _____
Position: _____
Telephone: _____
Address: _____

Referee 2 Name: _____
Position: _____
Telephone: _____
Address: _____

Referee 3 Name: _____
Position: _____
Telephone: _____
Address: _____

7. Agreement to Obtain Information

I agree to the references and referees provided to the Rotorua Girls High School Principal, in respect of my application for this position being used for the purposes of considering my suitability for the position for which I am applying.

I consent to the Principal of Rotorua Girls High School seeking further verbal or written information on a confidential basis about me from representatives of my present employer, previous employers and referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the Principal is supplied in confidence as evaluative material and will not be disclosed to me.

Applicant's Signature: _____ Date: _____

8. Health Declarations

Do you have any existing injuries, medical conditions or health issues that would be aggravated by your performance of the duties and responsibilities outlined in the current job description for the position for which you are applying? *E.g. asthma, occupational overuse syndrome, high blood pressure, back injury.*

Please answer YES or NO in this box:

Do you have any existing injuries, medical conditions or health issues which would impede your ability to successfully undertake the duties and responsibilities outlined in the current job description for the position for which you are applying performing the duties of the position applied for?

Please answer YES or NO in this box:

If you answered either of the above questions in the affirmative, please give details of any existing injuries, medical conditions or health issues and any ACC claims which may affect your performances in the position applied for in the box below:

How many days absence have you claimed due to sickness in your last 12 months of employment?

DECLARATION:

I declare that I understand any false information given in relation to my medical history may result in my loss of entitlement for any compensation from Accident Compensation Corporation or Rotorua Girls High School's workplace accident insurer, and will make me liable to dismissal from the employment of Rotorua Girls High School should you be the successful applicant

Applicant's Signature: _____ Date: _____

9. Declaration of Disciplinary Action and / or Convictions

Have you ever been subject to disciplinary action in any previous employment:

Please answer YES or NO in this box:

If you answered the above question in the affirmative, please provide details together with any comments you may wish to make in the box below

Have you ever been convicted of any offence(s) against the law (excluding minor traffic convictions) or otherwise know of any reason why you should not be employed to work in this school:

Please answer YES or NO in this box:

If you answered either of the above questions in the affirmative, please provide the date and details of the offence(s) together with any comment you may wish to make in the box below, except in those cases where your declaration of offence(s) would breach the Criminal Records (Clean Slate) Act 2004:

Information on the Criminal Records (Clean Slate) Act 2004 is attached to this application form.

Are you currently awaiting the hearing of any charges?

Please answer YES or NO in this box:

If you answered the above question in the affirmative, please provide the details of the charge(s) together with any comments you may wish to make in the box below:

The Principal reserves the right to contact the appropriate authorities to verify any claim made. You may be asked to provide a copy of the relevant Court record(s) obtainable from the Police

DECLARATION:

I understand that failure to provide correct and true details of any conviction(s) or reason for possible unsuitability will make me liable to dismissal from the employment of Rotorua Girls High School should you be the successful applicant

Applicant's Signature: _____ Date: _____

10. Declaration of Relevant Relationships

Are you related to any Rotorua Girls High School employee?

Please answer YES or NO in this box:

If you answered the above question in the affirmative, please provide the details in the box below

11. Declaration

I declare that to the best of my knowledge the answers provided in this application form and the information provided in my Curriculum Vitae and any accompanying documentation are correct.

I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Applicant's Full Name: _____

Applicant's Signature: _____

Date: _____

INFORMATION ON THE CRIMINAL RECORDS (CLEAN SLATE) ACT 2004

The Criminal Records (Clean Slate) Act 2004 introduced a clean slate scheme. Under the Act, an individual is legally deemed to have no criminal record and he or she need not disclose convictions if all of the following criteria are satisfied, except as provided in section 31(3) of the Vulnerable Children Act 2014.

CRITERIA

1. The individual has not committed any offence within seven consecutive years of being sentenced for the offence, and
2. The individual did not serve a custodial sentence* for the offence (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm), and
3. The offence was not a specified offence (specified offences are in the main sexual in nature), and
4. The individual has paid any fine or costs in full.

* *Custodial sentences include a sentence of preventative detention and corrective training.*

Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences.

EFFECT OF THIS LEGISLATION

The effect of this legislation is that an individual who fulfils all of the above criteria can state that he or she has no criminal record in response to questions. If an individual only fulfils some of the criteria he or she is not eligible under the scheme.

EXAMPLES

Person A was convicted of an assault ten years ago and received a community-based sentence. Person A has not committed any offence since that time. Person A is eligible under the scheme.

Person B was convicted of theft three years ago and received a fine which was paid. Person B is not eligible under the scheme as seven years have not lapsed since the date of conviction.

POLICE VETTING

Printouts from the police computer will not reveal an individual's criminal record if all of the above criteria are fulfilled.

INFORMATION ON THE VULNERABLE CHILDREN ACT 2014

The Vulnerable Children Act 2014 introduced legislative requirements for safety checks prior to appointment. For your information, section 31 of the Act appears below:

SECTION 31: REQUIREMENT FOR SAFETY CHECKS

- (1) Every safety check of a person must comply with the requirements for safety checks for core workers or for non-core workers (as appropriate) prescribed by this section and by regulations made under section 32.
- (2) Every safety check of a person must include-
 - (a) confirmation of the identity of the person, carried out as prescribed by regulations made under section 32; and
 - (b) consideration of specific information prescribed by regulations made under section 32; and
 - (c) a risk assessment, carried out as prescribed by regulations made under section 32, that assesses the risk the person would pose to the safety of children if employed or engaged as a children's worker.
- (3) Despite anything in the Criminal Records (Clean Slate) Act 2004, nothing in that Act authorises the concealment of a conviction for a specified offence of a person who is subject to a safety check in relation to employment or engagement as a core worker, even if the person is otherwise deemed to have no criminal record.

INFORMATION ON THE VULNERABLE CHILDREN (REQUIREMENTS FOR SAFETY CHECKS OF CHILDREN'S WORKERS) REGULATIONS 2015

For your information, part 5 of the regulations on identity confirmation appears below:

PART 5: IDENTITY CONFIRMATION

- (1) A specified organisation must require a person in respect of whom a safety check is being undertaken under this Part to confirm his or her identity by-
 - (a) using an electronic identity credential within the meaning of section 8 of the Electronic Identity Verification Act 2012; or
 - (b) producing the original of-
 - (i) a primary identity document; and
 - (ii) a secondary identity document.
- (2) If neither of the documents produced by a person under sub-clause (1)(b) contains a photograph of the person, the specified organisation must require the person to -
 - (a) produce with those documents -
 - (i) a photograph of himself or herself authenticated by an identity referee; or
 - (ii) a verification statement signed and dated by an identity referee that verifies that the primary identity document produced by the person relates to that person; and
 - (b) provide the name and contact details of the identity referee.
- (3) If a person's name is different from the person's name on a document produced under sub-clause (1)(b)(i) or (ii), the specified organisation must require the person to produce together with that document a supporting name change document as evidence of the person's name change.
- (4) After a person has produced the documents required by sub-clauses (1) to (3), the specified organisation must cause a search to be made of its personnel records to ascertain whether the identity confirmed by the person -
 - (a) is being used by any other person employed or engaged, or proposed to be employed or engaged, by the organisation; or
 - (b) has been used by any other person employed or engaged by the organisation.