



Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position at Tuakau College. The 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 queries, please contact the Principal.

1. Please complete the forms personally. Read through these notes and the application form first, then answer all the questions and ensure you sign and date where indicated on the last page.
2. Attach a brief curriculum vitae (CV) containing any additional information. If you include written references, please note we may contact the writers of such references.
3. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof.
4. If you are selected for an interview, you may bring whanau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or an appointment being terminated if any information is later found to be false.
6. All applicants will be asked to give consent to a police vet which is a requirement for all employees in the Education Sector.
7.
 - a) In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - you have not committed any offence within seven (consecutive) years of being sentenced for the offence, *and*
 - the offence was not a specified offence (specified offences are, in the main, sexual in nature), *and*
 - you have paid any fines or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.
 - b) Under the *Vulnerable Children Act (VCA) 2014*, **core workers** in schools will not be covered by the Clean Slate. All serious sexual or violent offences against children will be included in their police vetting results. The VCA will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

Office Use Only: This page must be retained on file as part of the application. It must not be removed or destroyed.
