



# St Hilda's

COLLEGIATE SCHOOL  
Te Kura O Hira Tapu

## APPLICATION FOR APPOINTMENT

<b>POSITION APPLIED FOR:</b>	Teacher Aide
	Fixed Term, Part-time

### A. PERSONAL DETAILS

<b>Surname:</b>		<b>First Names:</b>	
<b>Postal Address:</b>			
<b>Contact Ph:</b>		<b>Mobile:</b>	

For Statistical Purposes Only

**Date of Birth:**      /      /

**Ethnic Group:**

**Gender:**

### B. PRESENT POSITION HELD

<b>Title</b>	
<b>School (if applicable):</b>	
<b>Date Appointed:</b>	

**C. CURRICULUM VITAE**

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. Health background.
3. An outline of relevant qualifications and experience, including your current position.
4. The strengths and abilities you would bring to this position.

**D. SUPPLEMENTARY STATEMENT**

Please prepare a covering letter and include an answer to the following question:

1. **What will you bring to the position of Teacher Aide at St Hilda's Collegiate School?** You should consider commenting as to how your abilities, knowledge, experience and cultural philosophy will benefit St Hilda's

**E. REFEREES**

Please provide the names and addresses of three referees who may be contacted to provide information to support your application.

<b>Name (1):</b>	
<b>Address:</b>	
<b>Business Telephone:</b>	
<b>Mobile Telephone:</b>	
<b>Relationship to Applicant:</b>	

<b>Name (2):</b>	
<b>Address:</b>	
<b>Business Telephone:</b>	
<b>Mobile Telephone:</b>	
<b>Relationship to Applicant:</b>	

<b>Name (3):</b>	
<b>Address:</b>	
<b>Business Telephone:</b>	
<b>Mobile Telephone:</b>	
<b>Relationship to Applicant:</b>	

**F. DECLARATION**

**Convictions that fall under the clean slate scheme do not have to be disclosed.**

Have you ever had a criminal conviction? <i>If YES, please detail. You may be asked to provide a copy of the relevant court records.</i>	YES	NO
Have you ever received a police diversion for an offence? <i>If YES, please detail. You may be asked to provide a copy of the relevant court records.</i>	YES	NO
Have you ever been discharged without conviction for an offence? <i>If YES, please detail.</i>	YES	NO
Have you been convicted of a driving offence, which resulted in temporary or permanent loss of licence, or imprisonment? <i>If YES, please detail.</i>	YES	NO
Are you awaiting sentencing or currently have charges pending? <i>If YES, please detail.</i>	YES	NO
Have you ever been the subject of any concerns involving child safety? <i>If YES, please detail.</i>	YES	NO

I give St Hilda's Collegiate School permission to make enquires as they see fit in relation to my application and to seek information about my employment and personal background from my three nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes. I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position description and person specification before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
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 appointment being terminated, if any information is later found to be false.
6. All applicants will be required to give consent to a Police vet.
7. a) 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.  
b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
  - you have not committed any offence within 7 consecutive years of being sentenced for the offence
  - you did not serve a custodial sentence<sup>1</sup> at any time
  - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Vulnerable Children Act 2014](#)
  - you have paid any fines or costsPlease note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
8. Shortlisted 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](#).
9. 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.

**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.