**OFFICE ADMINISTRATION ROLE APPLICATION FORM**

**APPLICATION TIMELINE**

**Applications are to be sent to the Principal:** rosinan@koromatua.school.nz.

**Applications Close:** 3.00pm, Thursday 2nd December

**Interviews Held:** Week of 6th – 10th December

**Position Starts:** As soon as possible after appointment is made (the start date can be negotiated), the position to be contingent upon obtaining and maintaining a clear police vet.

**POSITION BEING APPLIED FOR:**

Office Administration Role, Permanent, 6.5 hours per day, Monday to Friday, 8.30am-3.30pm, 32.5 hours per week. See attached Job Description for rate of pay and a description as to what the job entails.

**PERSONAL DETAILS**

Surname/Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Names (in full): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Gender: Male/Female/Other

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITIZENSHIP**

Are you a New Zealand Citizen? YES NO

If not, do you have resident status, or YES NO

A current work permit? YES NO

**CONVICTIONS ETC.**

Have you ever had a criminal conviction? YES NO

(convictions that fall under the clean slate scheme do not have to be disclosed)

If “YES” please detail:

Have you ever received a police diversion for an offence? YES NO

If “YES” please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? YES NO

If “YES” please detail:

Are you awaiting sentencing/currently have charges pending? YES NO

If “YES” please state the nature of the conviction/cases pending:

Addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? YES NO

If “YES” please elaborate:

Do you have a current New Zealand driver’s licence? YES NO

**HEALTH**

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? YES NO

If “YES” please detail:

Do you have a drug or alcohol dependency? YES NO

Are you a smoker? YES NO

This school has a policy of no smoking, drugs, alcohol or peanuts on school grounds or at any student activities. Are you prepared to abide by this? YES NO

Have you been vaccinated against the Covid-19 virus? YES NO

If so please attach your vaccination record for proof of status

**CURRICULUM VITAE (CV)**

Please ensure your CV contains the following information:

1. Statement of Strengths and Experience you bring to this position.
2. Relevant Employment History
3. Copies of Educational Qualifications and Certificates (and other qualifications relevant to the position)
4. Referee Information- Names, Positions, Contact Details, capacity in which they have known you.

**DECLARATION**

This application is submitted on the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

I give permission for the Appointments Committee to make inquiries of my present or past employer/s or colleagues or any other person who may assist in establishing my suitability for the position at this school, whether or not they are listed as a referee.

I agree to the Appointments Committee visiting my present place of employment if this is considered desirable.

I certify that the information in this application and my CV is true and correct. 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. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: If completing this form electronically a hard copy (signed) must be provided as soon as possible.*

**IMPORTANT NOTES FOR APPLICANTS**

1. Copies only of qualification certificates should be included. If successful in your application you will be required to provide originals as proof of qualifications.
2. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
3. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
4. In terms of 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 7 (consecutive) years of being sentenced for the offence **and**
* You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
* The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
* You have paid any fines and costs.

1. 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.
2. This 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.
3. If you have any queries, please contact the school principal.

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