



Kerikeri High School

Kerikeri, Bay of Islands
New Zealand

PO Box 92
Kerikeri 0245
Phone: 64 9 407 8916
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enquiries@kerikerihigh.ac.nz
www.kerikerihigh.ac.nz

Kerikeri High School is a successful and dynamic Year Seven to Thirteen state co-educational school with a rapidly increasing roll of over 1500 students. Our school has a proud academic tradition. We place a lot of emphasis on the "busy kids are happy kids" philosophy and consequently have an exceptionally full sporting and cultural calendar. We take pride also in the bi-cultural nature of our school and over a third of our students are Maori. Our education outside the classroom programme is extensive, taking full advantage of our location in the Bay of Islands.

APPLICATION FOR EMPLOYMENT

Date

Position Applied For

Title *(Please tick one)*

Mr Mrs Ms Miss Dr

Full Name

**Please list any other
known by names**

Date of Birth

Email Address

Residential Address

Postal Address

Telephone

Mobile

Emergency Contact Name

Emergency Contact Phone

MOE Number *(if you have been previously
employed by the Ministry of Education)*

Teaching Registration Number

*(for those holding a practicing Certificate from
the Teaching Council)*

Expiry Date:

**Please state any relationships you
have had with the School
or Other as Stated**

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

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 Children’s 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. The Clean Slate Act provides certain convictions that 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 at any time
- the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children’s Act 2014
- you have paid any fines or costs

Please 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.

If you would prefer to discuss this confidential information in person if shortlisted, please make reference in your application letter.

	Yes	No	
Are you a NZ Citizen?	.	.	.
If not, do you have Resident status?, or A current work permit?	.	.	.
Have you ever had a criminal conviction? If “Yes” please provide details.	.	.	.
	.	.	.
Have you ever been discharged without conviction for an offence? If “Yes” please provide details.	.	.	.
	.	.	.
Do you have a current New Zealand Driver’s License?	.	.	.
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If “Yes” please provide details.	.	.	.
	.	.	.
Are you awaiting sentencing or do you have charges pending? If “Yes please provide details.	.	.	.
	.	.	.
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? If “Yes” please provide details	.	.	.
	.	.	.
Have you ever been the subject of any concerns involving child safety? If “Yes” please provide details	.	.	.
	.	.	.
Are you aware of any injury of medical condition that could impact on your ability to perform this job effectively?	.	.	.
Are you fully vaccinated against COVID19 and can provide evidence to support this?	.	.	.

EMPLOYMENT HISTORY

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

Period Worked		End Date	Employer's Name (or reason for gap in employment)	Position Held	Reason for Leaving
Start Date	to				
	to				
	to				
	to				
	to				
	to				
	to				

QUALIFICATIONS

Please list any Degrees, Diplomas and any other relevant qualifications

Name	Location	Highest Qualification Gained

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.

I agree to the Principal contacting my referees/employers on a confidential basis? Yes No

Referee Name	Organisation	Position/Relationship	Contact Phone Number	Contact Phone Number

I Certify:

The information I have supplied in this application is true and correct.

- I confirm in terms of the Privacy Act 1993 that I have authorized 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.

Signature: _____

(If completing this electronically, a hard copy must be signed if short listed for the position)

APPLICATION PROCESS

Thank you for applying for a position with our school. Please forward this Application Form, plus a covering letter stating your strengths you could bring to this position, CV, photo (if not included in CV) and Testimonials to:

The Principal, Kerikeri High School, PO Box 92, Kerikeri 0245

Or by email to enquiries@kerikerihigh.ac.nz

- *All applicants for an advertised vacancy will be notified by email a confirmation that we have received your Application form.*
- *Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg a passport) and a secondary identity document (eg NZ Drivers license).*
- *You may bring whanau/support people at your own expense. Please advise if this is your intention.*
- *Due to the demanding schedules of the interviewees and the importance of employing the suitable candidate, there may be some delay before responding to unsuccessful applicants of the outcome. Please rest assured, we will notify all applicants once a decision has been made and the successful candidate has accepted the position.*
- *This information will be held by the Employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days.*



**E A Forgie (Mrs)
Principal**