



# Application Form

**Please email to:**

Blair Johnston  
Principal  
Pokeno School  
[principal@pokeno.school.nz](mailto:principal@pokeno.school.nz)

**Position applied for:**

## Personal Details

Title Mrs ☐ Ms ☐ Miss ☐ Mr ☐ Other ☐

Surname

Given names

Preferred name

Address

Date of birth

Contact details

home

work

mobile

email

## Present Position

Current Employer

Date appointed

Type of work undertaking

Can we contact your employer about this position?

**yes**

**no**

If not, please state the reason.

## Qualifications

Type of qualification

Date received

Received from

## Details of Training and/or Service

Please include details of your work history for the last 5 years.

employer	position	dates	work undertaken

Please indicate any breaks in service and give reasons, e.g. overseas travel:

dates	reason for break

## Professional Development

Please provide a summary of recent courses or training that may be relevant to the school environment.


## Identity Verification, Criminal Record and Right to Work

Are you a New Zealand citizen?	yes	no
If not, do you have resident status, or	yes	no
A current work permit	yes	no
Have you ever had a criminal conviction? <i>If "yes" please detail:</i>	yes	no
(A board may not employ or engage a children's worker who has been convicted of an offence specified in <a href="#">Schedule 2 of the Children's Act 2014</a> . The Clean Slate Act does not apply to schedule 2 offences.)		

<p>Have you ever received a police diversion for an offence?</p> <p><i>If "yes" please detail:</i></p>	yes	no
<p>Have you ever been discharged without conviction for an offence?</p> <p><i>If "yes" please detail:</i></p>	yes	no
<p>Do you have a current New Zealand driver's licence?</p>	yes	no
<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?</p> <p><i>If "yes" please detail:</i></p>	yes	no
<p>Are you awaiting sentencing, or do you have charges pending?</p> <p><i>If "yes" please please state the nature of the convictions/cases pending:</i></p>	yes	no
<p>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?</p> <p><i>If "yes" please detail:</i></p>	yes	no
<p>Have you ever been the subject of any concerns involving child safety?</p> <p><i>If "yes" please detail:</i></p>	yes	no
<p>Are you aware of any injury or medical condition that could impact your ability to perform this job effectively?</p> <p><i>If "yes" please detail:</i></p>	yes	no

<p>In accordance with the Privacy Act, I authorise the board of trustees to:</p> <ul style="list-style-type: none"> <li>• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li> <li>• Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.</li> <li>• Contact the Education Council.</li> </ul>	yes	no
<p><b>For teaching / leadership positions:</b></p> <p>Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?</p> <p>Please enter your registration number:</p>	yes	no
<p><b>For support staff / teacher aide positions:</b></p> <p>I understand that appointment to the position is subject to a Police Vetting check being completed.</p>	yes	no
<p><b>I certify that:</b></p> <ul style="list-style-type: none"> <li>• The information I have supplied in this application is true and correct.</li> <li>• I confirm in terms of The Privacy Act 2020 that I have authorised access to referees.</li> <li>• I know of no reason why I would not be suitable to work with children/young people.</li> <li>• 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.</li> </ul>		
<p>.....</p> <p><i>Applicant's signature</i></p>		<p>.....</p> <p><i>Date</i></p>
<p><b>Please note that if you are completing this form electronically a signed hard copy will need to be provided if successful.</b></p>		

# Referees

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

## Referee's details

Full name				
Place of employment and position				
Relationship to the applicant				
Contact details	private		work	
	mobile		email	

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