APPLICATION FOR A SUPPORT STAFF POSITION AT JIREH CHRISTIAN SCHOOL

Applicant Information Required

Applicants for a Support Staff position at Jireh Christian School are asked to provide the information listed below:

Personal Details:

- Please fill out the following application form.

A Curriculum Vitae including:

- Experience relevant to the position advertised
- Other relevant training
- Personal interests including church, sporting and community activities.
- Include a recent photo if possible

Documentation:

- All applicants will be required to consent to a police vet.
- Applicants being interviewed will need to provide originals of both their Passport and New Zealand Driver's Licence or similar identity documents.
  A list of acceptable primary and secondary identity documents can be found in this link
  https://www.cmka.org.nz/wp-content/uploads/2018/01/Accepted-Identity-Documents-6.pdf
- If any of your documents have a different name please submit a supporting name change document as evidence of your name change.

Submission of Application:

Please email applications to:
administration@jireh.school.nz

APPLICATION FOR A SUPPORT POSITION AT JIREH CHRISTIAN SCHOOL

This form is to accompany your Curriculum Vitae

The Board is an EEO employer.

Position Applied For: _____

Personal Details:

Full Name: _____

Address: _____

E-mail address: _____

Mobile phone: _____ Home Phone: _____

Physical Restraint Certificate Yes ◯ None ◯

Church Affiliation:

Church Attended: _____

Name of Minister: _____

Contact Details: _____

Are you willing for the Principal to contact the Minister of your church for a personal reference? Yes ◯ No ◯

EMPLOYMENT HISTORY AND QUALIFICATIONS:

Present Employment

Position Held: _____

Place of Employment: _____

Date Appointed: _____

Employment History

POSITION	EMPLOYER	START DATE	DATE OF LEAVING

Qualifications

DEGREES,DIPLOMAS, CERTIFICATE	SUBJECT	YEARS COMPLETED

REFEREES:

Name of Applicant: _____

Professional Referees:

1. Name: _____

   Home phone: _____ Mobile phone: _____

   E-mail: _____

   Relationship to Applicant: _____

2. Name: _____

   Home phone: _____ Mobile phone: _____

   E-mail: _____

   Relationship to Applicant: _____

Character Referees:

1. Name: _____

   Address: _____

   Home phone: _____ Mobile phone: _____

   E-mail: _____

   Relationship to Applicant: _____

2. Name: _____

   Address: _____

   Home phone: _____ Mobile phone: _____

   E-mail: _____

   Relationship to Applicant: _____

AUTHORITY TO APPROACH OTHER REFEREES

I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Yes ◯ No ◯

PERSONAL STATEMENT:

(Include personal testimony of faith)

JIREH CHRISTIAN SCHOOL

DECLARATION

Applicants may not be employed as a children's worker if they have been convicted of a specific 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 specific offences and these offences will be included in your Police vetting results.

The Criminal Records (Clean Slate) Act 2004 means certain convictions do not have to be disclosed, providing:

- You have not committed any offence within 7 years of being sentenced for the offence.
- You did not serve a custodial sentence at any time.
- The offense was neither a specified offence under the Criminal Records (Clean Slate) Act 2004 nor a specified offence under the Vulnerable Children Act 2014.
- You have paid any fines or costs.

Please note 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.

This application, with all 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 email - administration@jireh.school.nz

Have you ever been convicted of an offence against the law (apart from minor traffic) or otherwise know of any reason why you should not be employed to work in a school environment?

Yes ◯ No ◯

If yes, please give details of the offense, together with any comments you may wish to make.

_____

_____

You may be asked to provide a copy of the relevant Court record(s) obtained from the Registrar of the Court. Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from the employment of Jireh Christian School Board, should you be the successful applicant.

Identity Verification, Criminal Records and Right to Work

Please tick the appropriate boxes:

Immigration Information

Are you a New Zealand citizen? Yes ◯ No ◯

If not, do you have resident status, or a current work permit? Yes ◯ No ◯

Have you ever had a criminal conviction? Yes ◯ No ◯
If "Yes" please detail:

(The Board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Criminal Records (Clean Slate) Act 2004 does not apply to schedule 2 offences.)

Have you ever received a police diversion for an offence? Yes ◯ No ◯
If "Yes" please detail:

Have you ever been discharged without conviction for an offence? Yes ◯ No ◯
If "Yes" please detail:

Do you have a current New Zealand Driver's Licence? Yes ◯ No ◯

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, or do you have charges pending? Yes ◯ No ◯
If "Yes" please state the nature of the conviction/cases pending:

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? Yes ◯ No ◯
If "Yes" please detail:

Have you ever been the subject of any concerns involving child safety? Yes ◯ No ◯
If "Yes" please detail:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? Yes ◯ No ◯
If "Yes" please detail:

I am aware that this is a smoke-free/vape-free school and, if appointed, I agree to abide by this and other School Policies and Procedures.

I agree to the Jireh Christian School Board, or its agent, contacting any past or present employers, associates or professional colleagues in addition to the names supplied as referees.

I have read and understand the Statement of Faith (which is on the website) and should I be appointed to the position I will be able to be a role model of these tenets of faith.

I certify that the information given in this application and in my curriculum vitae is, to the best of my knowledge, correct and I understand that this may be verified.

Applicant's signature: _____

Date: _____