



## **SUPPORT STAFF APPLICATION FOR A POSITION AT JIREH CHRISTIAN SCHOOL**

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.  
Shortlisted applicants being interviewed will need to provide originals of both their Passport and New Zealand Driver's License 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-4.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 Applications:**

Please address applications to:

The Office Administrator  
Jireh Christian School  
63 St Georges Rd  
Auckland 0600

Or e-mail to:

[administration@jireh.school.nz](mailto:administration@jireh.school.nz)

The Board of Trustees is an EEO employer.

**POSITION APPLIED FOR:** \_\_\_\_\_

**PERSONAL DETAILS:**

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

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

**CHURCH AFFILIATION:**

Church Attended: \_\_\_\_\_

Name of Minister: \_\_\_\_\_

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, CERTIFICATES	SUBJECT	YEARS COMPLETED

## PROFESSIONAL REFEREES:

Name of Applicant: \_\_\_\_\_

### PROFESSIONAL REFEREES

1. Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

### CHARACTER REFEREES:

1. Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

### Authority to approach other referees

I authorize 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

☐

I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.

Yes

☐

No

☐

**Personal Statement:**

*(Please include a 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's 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 offence was neither a specified offence under the Criminal Records (Clean Slate) Act 2004 nor a specified offence under the Vulnerable Children's 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](mailto: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 (circle one)**

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

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*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 of Trustees, 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

Yes

☐

No

☐

A current work permit?

Yes

☐

No

☐

Have you ever had a criminal conviction?

Yes

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No

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If "Yes" please detail:

*(A 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's 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

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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

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No

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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 school and agree to abide by this and other School Policies and Procedures, if appointed.

I agree to the Jireh Christian School Board of Trustees, 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:** \_\_\_\_\_