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| **Application for appointment** |

**Caretaker**

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| **Surname** |  |
| **first name(s)** |  |
| **full postal address** |  |
| **contact phone numbers** | **Private:**  | **cell:** |
| **email:** |  |

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| **Important notes for applicants** |

Thank you for applying for the Caretaker position with our school

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of these references. Please make sure their contact details are included.
3. Please ensure any other supporting information/documents are enclosed with your CV.
4. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
7. Your application form and any supporting documents you have included will be held by the school and destroyed when no longer required. If you wish to have any of the documents returned, please include a stamped self-addressed envelope with your application.

If you have any queries, please contact Mr Steve Fennessy, Principal, Grantlea Downs School

***Note:*** The Grantlea Downs School Board of Trustees will seek a police clearance for the successful applicant, prior to confirmation of appointment, through a police vetting process.

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| **Qualifications/Work Experience** |

**Please state your qualifications/work experience:**

**Please state any other relevant qualifications/work experience that relates to the position:**

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| **Employment History** |

**Please outline your most recent employment history, beginning with current or latest employment.**

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| --- | --- | --- | --- |
| **Period Employed** | **Employer’s Name** | **Position Held** | **Reason for Leaving** |
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| **REFEREES** |

**Please provide the names of three people who could act as referees for you. At least three of these should be able to attest to your work performance. *If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.***

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| --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **TELEPHONE** | **RELATIONSHIP** **(e.g. employer, work colleague)** |
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| Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? If Yes, please note that we may contact these persons. | 🞏 | 🞏 |

***Note:*** The Grantlea Downs School Board of Trustees will seek a police clearance for the successful applicant, prior to confirmation of appointment.

Please tick the appropriate boxes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you a New Zealand citizen? | Yes | 🞏 | No | 🞏 |
| If not, do you have resident status | Yes | 🞏 | No | 🞏 |
| If no, do you have a current work permit | Yes | 🞏 | No | 🞏 |
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| Have you ever had a criminal conviction? | Yes | 🞏 | No | 🞏 |
| If “Yes” please detail: |  |  |  |  |
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| Have you ever received a police diversion for an offence? | Yes | 🞏 | No | 🞏 |
| If “Yes” please detail: |  |  |  |  |
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| Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? | Yes | 🞏 | No | 🞏 |
| If “Yes” please detail: |  |  |  |  |
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| Are you awaiting sentencing/currently have charges pending? | Yes | 🞏 | No | 🞏 |
| If “Yes” please state the nature of the conviction/cases pending: |  |  |  |  |
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| In 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: |  |  |  |  |
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| 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: |  |  |  |  |
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| Do you have a current driver’s licence? | Yes | 🞏 | No | 🞏 |

**Please note:**

You may be asked to provide a copy of the relevant court record(s) available from the police.

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 the Grantlea Downs Board of Trustees, should you be the successful applicant.

I certify that the information I have supplied in this application 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.

**Declaration**

* I grant authority to the Grantlea Downs School Board of Trustees or its agents under the provisions of the Privacy Act (1993) to contact any past employers and/or professional colleagues in addition to the named referees for the purposes of considering my suitability for the position.
* All information supplied with this application is true and correct and can be verified.

Applicants Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_