



Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications before completing this application.

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 or include a curriculum vitae (CV) containing any relevant information. If you include written references, please note we may contact the writers of the references.
3. Copies only of qualifications certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants (for support staff positions) will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - a. You have not committed any offence within seven (consecutive) years of being sentenced for the offence **and**
 - b. You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - c. The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - d. You have paid any fine or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school if successful, otherwise they will be destroyed or returned to you. You may access it in accordance with the provisions of the Privacy Act 1993.

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www.russellst.school.nz

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