



Upper Hutt College

Application for the position of Administration Officer - Sports

Important Notes for all Applicants

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

1. Please fully complete this form personally. First, read it through, 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 necessary.
3. If required, copies only of qualification certificates should be attached. If successful in your application, you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whānau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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. All applicants will be required to give consent to a Police vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any offence within 7 consecutive years of being sentenced for the offence
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - you have paid any fines or costs

Please note that 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.

8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's Regulations 2015](#).
9. This information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

Custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

PERSONAL DETAILS

Name Mrs / Miss / Ms / Mr	First Name(s)	Surname / Family name	
Are you known by any other name?			
Postal Address			
Telephone	Home	Work	Mobile
Email address			
Date of Birth			

Identity Verification, Criminal Record and Right to Work

Are you a New Zealand Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have:	Permanent Resident status?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	A current work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>

General

Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
<i>(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)</i>		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you ever been discharged without conviction for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing or do you have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		
Have you ever been the subject of any concerns involving child safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		

Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively? If "Yes", please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

PROFESSIONAL EXPERIENCE (please indicate if this information is already given in your CV)

Educational Qualifications

	Name	Location	Number of Years Completed	Highest Qualification Gained
Secondary School				
University				
Other				

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please include months as well as years worked and explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please specify the start and end dates)	Employer's Name (or reason for gap in employment)	Position held	Reason for leaving

REFEREES

Please provide the names of **THREE** referees who may be further contacted to give information about your suitability for this position. One of these referees must be your current or most recent employer.

Name	Organisation and position	Relationship	Phone (Home)	Phone (Mobile)

PRIVACY STATEMENT

This information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.

DECLARATIONS

*If you cannot make any of these declarations,
please provide reasons and information on a separate sheet.*

1. Privacy

I hereby declare that I have read the above privacy statement and am aware of my rights under the Privacy Act 1993, and hereby authorise Upper Hutt College Board of Trustees to collect such information about me as necessary to assess my suitability for appointment to this position at Upper Hutt College.

- I give permission for Upper Hutt College Board of Trustees, or its nominee, to consult such persons as it shall deem necessary for the proper processing and evaluation of my application, such consultation to include (but not limited to) my present employer and my referees.
- I give permission for Upper Hutt College Board of Trustees, or its nominee, to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters that may be under investigation.

2. Employment

I hereby declare that I have never been dismissed from any employment position in the education sector.

I certify that

- The information I have supplied in this application is true and correct.
- I know of no reason why I would not be suitable to work with children / young people.
- 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.

Signed: **Date:**