



GARIN COLLEGE

Whakapono (Faith), Mātauranga (Wisdom), ātua (Wisdom of God)

Support Staff Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position at Garin College. Please ensure you have a copy of the Job Description before completing this application and refer to our [website](#) for full documentation, including this Application for Appointment, Working at Garin College – Catholic School context, Job Description, Appointment Timeline and Code of Ethics. Additional Garin information can be found on our [website](#).

1. **Your application for this position must include** (all material submitted will be treated in strict confidence):
 - a. This **Application for Appointment** doc - fully completed by yourself, personally. Answer all questions and ensure you sign and date where indicated. **Note**, include the names of **two referees** (one of which should be a professional referee)
 - b. Your **CV** (*curriculum vitae*) containing any additional information.
 - c. A **cover letter** prepared by yourself.
 - d. **Proof of ID** - Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg. passport) and a secondary identity document (eg. NZ driver licence). A list of acceptable primary and secondary documents is available in the last sections of the [Children's \(Requirements for Safety Checks of Children's Workers\) Regulations 2015](#). Should you be shortlisted and selected to interview, please bring these ID original documents to your interview.
2. Only copies of your qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications as they may apply to this position.
3. If you are selected for an interview, you may bring whanau/support people at your own expense. Please advise if this is your intention.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated should any information later be found to be false.
5. All applicants will be asked to give consent to a police vetting check. It is a requirement in the education sector for all employees to be vetted.
 - a. The Clean Slate Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed an offence within 7 (consecutive) years of being sentenced for the offence and
 - You did not serve a custodial sentence* 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 fine 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.

* **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.

6. 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 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

If you have any queries, please contact the Principal's EA: principals-ea@garincollege.nz or phone 03 543 9488.

Applications to be emailed to: hr@garincollege.nz

This page forms part of the application; it must not be removed or destroyed.

SUPPORT STAFF POSITION APPLICATION FORM

Please email to: HR Team
hr@garincollege.nz

Position applied for at Garin College:	
Current Date:	When & Where Advertised:

PERSONAL DETAILS									
Title	Mr		Mrs		Ms		Miss		Other Please state
Surname									
Given names									
Preferred name or any other name you're known by									
Address									
Contact details	MOBILE					WORK/HOME			
	EMAIL								

Present Position	Can we contact your current employer about this position?	Yes		No	
Business/Organisation					
Date appointed					
Position Title					

Educational Qualifications	Type of Qualification	Date received	Received from

Work History		
Please include details of your work history for the last 5 years. Additional sheets can be added if required.		
BUSINESS/ORGANISATION	POSITION	DATES

Professional Development
Please provide a summary of recent professional learning and development

Proof of Identity and Right to Work				
Shortlisted applicants being interviewed will need to provide originals of two types of identification				
- one photo ID e.g. passport, New Zealand driver licence and - one record ID e.g. Birth certificate, bank statement, a bill				
Are you a New Zealand Citizen?	Yes		No	
If not do you have Resident Status, or	Yes		No	
A current work permit or valid visa that allows you to work in NZ?	Yes		No	
Please attach a copy				

CONFIRMATION

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.	YES	NO
	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 dismissed.		
2	In accordance with the Privacy Act, I authorise the Garin Board or nominated representative to:	YES	NO
	Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board	☐	☐
3	- I have never been the subject of a complaint about the safety of a student. - I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>	Tick to confirm	
		☐ ☐	
4	- I have never been convicted of an offence against the law. (Including any driving offences which resulted in a temporary or permanent loss of licence, or imprisonment). - I have no pending charges or awaiting sentencing of an offence against the law. - I have been convicted of an offence against the law. <i>Please give dates and details:</i> - I have pending charges of an offence against the law. <i>Please give dates and details:</i>	Tick to confirm	
	(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 unless they have an exemption. The Clean Slate Act does not apply to Schedule 2 offences.)	☐ ☐ ☐ ☐	
5	I know of no reason why I would not be suitable to work with children or young people / work in a school environment.	TRUE	FALSE
6	Do you have a current NZ Drivers Licence?	YES	NO

REFEREES

Please provide the names and contact details of two referees below.

One of your Referees should be your **current employer**. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

REFEREE'S DETAILS

Full name				
Position and Organisation				
Relationship to you				
Contact details	MOBILE		WORK	
	EMAIL			

REFEREE'S DETAILS

Full name				
Position and Organisation				
Relationship to you				
Contact details	MOBILE		WORK	
	EMAIL			

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm, in the terms of the Privacy Act 2020, that I have authorised access to referees so any enquiries deemed appropriate for determining my suitability for employment can be made.
- 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

**Applicant's
Signature**

Date



Equal Employment Opportunity (EEO) Data Collection

Data collection for Garin Board use only

This survey informs Garin College's EEO Policy Review. Please complete and return in complete confidence with your application. Only averages and exceptions will be reported, no names will be used.

I do not wish to complete this survey. (Please sign)

Name:

Date of Birth:

Gender: Male / Female / Non-binary (please indicate)

Ethnic origin: Please mark one or two boxes that most clearly describes your ethnicity.

- | | |
|---|--|
| ☐ NZ European/Pakeha | ☐ NZ Māori |
| ☐ Samoan | ☐ Cook Island Māori |
| ☐ Tongan | ☐ Chinese |
| ☐ Indian | ☐ Niuean |
| ☐ Tokelauan | ☐ Fijian |
| ☐ Other European (Australian, British, Scottish, Dutch, etc), please specify | |
| ☐ Other ethnic group (Vietnamese, Kenyan, etc), please specify | |

Disability: Do you live with the effects of injury, long-term illness or disability? **Yes / No**

If yes, does your disability affect your:

- | | | |
|--|--|---|
| ☐ movement | ☐ hearing | ☐ emotional or mental health |
| ☐ speech | ☐ vision | ☐ respiration/breathing |
| ☐ concentration | ☐ other? Please specify | |

Do you need any technical aids or equipment, or adaptations to your workplace, to make your work easier or to improve your work performance? **Yes / No**

If Yes, please provide information:

.....
.....

Date: