



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 attached application form.

A Curriculum Vitae including:

- Work experience – period employed, position, duties and reason/s for leaving
- Formal qualifications, (including dates)
- Experience relevant to the position advertised
- Other relevant training
- Subject strengths
- Extra-curricular school activities
- Personal interests including church, sporting and community activities.
- Include a recent photo if possible

Personal Statement:

- A detailed personal statement about why you wish to work at Jireh Christian School and the qualities you can bring to the school. Include a brief synopsis of your Christian walk with your personal testimony of faith (approximately one page). See page 4.

Referees:

- Supply the names and contact details of two professional referees and two character referees.
- Indicate the working relationship between yourself and each referee.

Documentation

- All applicants will be required to consent to a police vet.
- Shortlisted applicants being interviewed will need to provide originals of both primary identity documents, (e.g. passport) and secondary identity documents, e.g. New Zealand driver's license). A list of acceptable primary and secondary identity documents can be found in the last sections of the Vulnerable Children Regulations 2015.
- If any of your documents have a different name please submit supporting name change document as evidence of your name change.

Submission of Applications
Please address applications to:

The Administrator
63 St. Georges Road
Avondale, AUCKLAND 0600
Phone: 09 836 6913
Email: administration@jireh.school.nz

This form is to accompany your Curriculum Vitae

The Board of Trustees is an EEO employer.

Position/s Applied For:

Personal Details:

Full Name: _____

Address: _____

Home number: _____

Mobile phone: _____

E-mail address: _____

Church Affiliation:

Church Attended: _____

Name of Minister: _____

Contact Details: _____

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 and Qualifications

POSITION	EMPLOYER	START DATE	DATE OF LEAVING

Qualifications

DEGREES, DIPLOMAS, CERTIFICATES	SUBJECT	YEARS COMPLETED

PROFESSIONAL REFEREES:

Name of Applicant:

Professional Referees:

Name: _____

Home phone: _____ Cell/Mobile phone: _____

E-mail and/or fax: _____

Relationship to Applicant: _____

Name: _____

Home phone: _____ Cell/Mobile phone: _____

E-mail and/or fax: _____

Relationship to Applicant: _____

CHARACTER REFEREES:

Name: _____

Address: _____

Home phone: _____ Cell/Mobile phone: _____

E-mail and/or fax: _____

Relationship to Applicant: _____

Name: _____

Address: _____

Home phone: _____ Cell/Mobile phone: _____

E-mail and/or fax: _____

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

**Note: I certify that the information given in this application is to the best of my knowledge correct.
I understand that this may be verified.**

SIGNATURE OF APPLICANT: _____ **Date:** _____

PERSONAL STATEMENT:

(Include 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 specified 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 specified offences and these offences will be included in your Police vetting results.

The Clean Slate Act provides 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 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 contact: 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

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

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.

I am aware that this is a smoke-free school and agree to abide by this and other normal school policies and procedures if appointed. I agree to the Jireh School BOT or its agents contacting any past or present employers, associates or professional colleagues in addition to the names supplied as referees. I declare that all the information given in this application and in my Curriculum Vitae is true and correct. I understand that this may be verified.

In making this declaration I agree to the principal being able to contact any previous line manager (including but not limited to) previous syndicate leader, head of department or principal.

I have read and understand the statement of faith and should I be appointed to the position I will be able to be a role model of these tenets of faith.

I solemnly and sincerely declare that to the best of my knowledge and belief the information in this application is true and correct.

SIGNATURE OF APPLICANT: _____ **Date:** _____

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,

Yes No

or

A current work permit?

Yes No

Have you ever had a criminal conviction?

Yes No

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 Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)

Have you ever received a police diversion for an offence?

Yes 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 No

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:

Please tick the appropriate boxes:

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:
