

# CONFIDENTIAL

## Application for Employment

### A. INTRODUCTION

Thank you for applying for a position with EDUC8 at Country Kids, Henderson Valley, Auckland. The information you provide in this application form and any accompanying CV will be used to help us assess your suitability for the position. You should ensure that the information you provide is entirely accurate. Failure to provide correct information may prejudice our ability to assess your suitability. The provision of false information is grounds for dismissal or cancellation of your employment.

All information you give us will be treated confidentially and will only be released in accordance with the authorisations you provide to us in this form.

If your application is successful, the information will become part of EDUC8's personnel records. You are entitled to access the information upon request.

If your application is unsuccessful, the information will be destroyed or returned to you.

**Position Applied For:**

### B. PERSONAL DETAILS

**Surname:**

**First Names:**

**Address:**

**Telephone (Main):**

**Mobile:**

**Email (Main):**

If your application is successful, when could you start employment?

Are you legally entitled to work in New Zealand? In other words, do you have NZ citizenship, permanent residence in NZ or a current work permit/visa?  Yes  No

Do you have a spouse, partner, relative or household member working with EDUC8 Ltd or a company associated with EDUC8 Ltd?  Yes  No

Do you have a spouse, partner, relative or household member working elsewhere in the same or a similar industry to EDUC8 Ltd?  Yes  No

Are you aware of any other factors that would place you in a potential conflict of interest with EDUC8 Ltd?  Yes  No

If the answer to one of the above three questions is yes, please provide details:


Do you perform any other work (paid or unpaid) that you intend to continue to perform if you are offered the role you are applying for?  Yes  No

If the answer to the above question is yes, please provide details of the work and the way it may impact upon your ability to perform the role:


Do you have any other commitment that may affect your ability to perform the role applying for (e.g. sports, community service, territorial army)?  Yes  No

If the answer to the above question is yes, please provide details of the commitment(s) and the way it/they may impact upon your ability to perform the role:


### C. QUALIFICATIONS AND SKILLS

You do not need to complete sections C. D. E. or F. if your application is accompanied by a CV that contains the information requested in this section.

Please list below your relevant qualifications and education:

Institution	Course	Year of completion

List the skills and experience (e.g. computer skills, technical skills) you consider are relevant to your application:


### D. MEMBERSHIP, INTERESTS AND ACHIEVEMENTS

List the major interests and activities that you are involved in, or have undertaken, in the last 3 years (e.g. club or team membership, volunteer activities) which you consider relevant to your application:


Have you ever had your membership of any organisation terminated or been removed from any voluntary position that you have held?  Yes  No

If you have answered yes, please provide details:


**E. EMPLOYMENT HISTORY**

Please list your previous roles below (beginning with your present or most recent position):

Employer	Position Held	Key Responsibilities	From	To	Reason for Leaving

Do you authorise EDUC8 Ltd to contact your previous employer(s) to obtain references about you?  Yes  No

If no, please indicate why:


Have you ever been disciplined, performance managed or received warning?  Yes  No

Have you ever been dismissed from employment, or been the subject of an investigation that resulted in your resignation?  Yes  No

If you have answered yes to either of the above questions, please provide details:


**F. REFEREES**

Please list referees that EDUC8 Ltd can contact to discuss you and your ability to perform the role:

Name  Position

Organisation  Telephone

Address

Name	<input type="text"/>	Position	<input type="text"/>
Organisation	<input type="text"/>	Telephone	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		

**G. HEALTH**

Do you have any physical impairments, injury or any condition that EDUC8 Ltd might consider would affect your ability to perform this role, or that the role might aggravate (e.g. back injury, OOS, etc)?  Yes  No

In particular, do you have any physical or other conditions that would make it difficult for you to:

Hear a child cry from 6 metres away?  Yes  No

Sit on the floor without support?  Yes  No

Move very quickly?  Yes  No

Be on your feet for several hours?  Yes  No

Pick up a child?  Yes  No

Pick up toys and equipment from the floor?  Yes  No

Be outside for more than 2 hours at a time?  Yes  No

If yes, please provide brief details:

<input type="text"/>
<input type="text"/>
<input type="text"/>

If you are shortlisted for the position do you agree to undergo a medical examination, including a drug and alcohol test, if EDUC8 Ltd considers such tests to be relevant to the position?  Yes  No

#### H. CRIMINAL RECORD

Have you ever been the subject of the Police Diversion Scheme?  Yes  No

Have you ever been convicted of an offence, including any traffic offence, in New Zealand or any other country?<sup>1</sup>  Yes  No

Are there any charges against you yet to be heard?  Yes  No

If you answered yes to any of the above questions, please provide brief details:


If you are shortlisted for the position EDUC8 Ltd may decide to check your criminal record. Do you consent to such a check?  Yes  No

Date of birth

Place of birth

Previous names (e.g. maiden name, aliases)

Time lived at present residential address (approximately)

Previous address(es) in last three years and time lived there

<sup>1</sup> Under the Criminal Records (Clean Slate) Act 2004, you do not need to declare your New Zealand conviction if all the following apply: (a) It has been 7 or more years since your most recent conviction and you have not reoffended; and (b) You have never had a custodial sentence imposed upon you; and (c) You have never been detained in hospital by Court order instead of receiving a sentence; and (d) You have paid any fines/costs/compensation/reparation; and (e) You have not been disqualified from holding or obtaining a drivers licence.

Regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:

- you have ever been convicted of a sexual offence; or
- you have ever been disqualified from holding a driver licence for repeat offending involving alcohol/drugs; or
- the conviction was from overseas.

Address(es)	Time There

Do you hold a current driver's licence?

Yes

No

If answer is yes, please provide your driver's licence number:

Please list the registration plate numbers of all vehicles you currently own:

Print full name:

Signature:

### IMPORTANT – PLEASE READ DECLARATION BELOW

I certify that the information I have given in this application and any accompanying CV is true and correct. I declare that I have not withheld any information that could affect EDUC8 Ltd's decision to employ me. I understand that if I have given information that is in EDUC8 Ltd 's opinion materially incorrect, inaccurate or misleading, or if I have left out any important information, or if the results of my criminal check are unsatisfactory, I may not be considered for appointment, or if appointed my employment may be terminated or cancelled.

I declare that my reasons for leaving my former and/or present employment are fully detailed in this application. I have declared to EDUC8 Ltd any formal disciplinary action taken against me by such employers. I confirm that no such employer has accused me of dishonesty or breach of the duties owed by me to that employer. I accept that my employment agreement with the EDUC8 Ltd may be immediately terminated or cancelled in the event of this information being incorrect in any respect.

I acknowledge that the information given by me in connection with this application may be discussed with my referees and previous employers, and I agree to them being contacted. I understand that the information gained from this will be held in confidence and will not be available to me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date