



# HOWICK COLLEGE

## SUPPORT STAFF APPLICATION FORM

Position: \_\_\_\_\_

### A. Personal Information

Full Name: \_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Mr Mrs Ms Miss (Please Circle)

Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone: \_\_\_\_\_  
Private \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Ethnicity \_\_\_\_\_  
(name, relationship and contact details)

### B. Current Employment

Position: \_\_\_\_\_ Appointed: \_\_\_\_\_  
Year

Employer: \_\_\_\_\_

Location: \_\_\_\_\_

For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?

Yes  No

### Declaring Relevant Relationships

Are you related to any Howick College employee or Board Member? Yes / No

If Yes, please provide information \_\_\_\_\_

**C. Previous Employment**

Employer	Position	Dates of Employment

**D. Educational Qualifications (if applicable)**


**E Health**

*Do you have any know condition that may affect your ability to efficiently carry out the functions and responsibilities of the position applied for?*

Yes  No

If **YES**, please specify: \_\_\_\_\_

*This school has a no smoking policy – are you prepared to abide by this?*

Yes  No

**F. Convictions Against the Law**

*Have you ever been convicted of any criminal offence (other than a minor traffic offence)?*

Yes  No

If **YES**, please list criminal convictions, except in those cases where our asking you to declare them would breach the Criminal Records (Clean Slate) Act 2004. (see Pg 4)

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**Statutory Declaration**

I, (full name) .....declare that (tick one)

[ ] I know of no reasons that would prevent me from being employed in a role working with children and young people in New Zealand. I have no convictions, pending charges, or adverse notes on my police record, nor am I part of any police investigation concerning my actions.

[ ] I do have convictions, pending charges, adverse notes on my police record, or am part of a current police investigation and I have declared these below.

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Signature: .....

Date: .....

**Police Vet**

Schools are required to have a Police Vet completed for all employees.

I consent to a Police Vet being completed Yes  No

**G. Referees**

*Please provide names, addresses and phone numbers of two (2) referees. At least one of these should be someone who has employed you.*

1.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone – Private                      Telephone – Business                      Ext

*Capacity in which you have known this person:* \_\_\_\_\_

\_\_\_\_\_

2.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone – Private                      Telephone – Business                      Ext

*Capacity in which you have known this person:* \_\_\_\_\_

\_\_\_\_\_

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released to the school for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Signature: ..... Date: .....

## **Criminal Records (Clean Slate) Act 2004**

This legislation was enacted in May 2004. The act introduces a clean slate scheme. An individual is legally deemed to have no criminal record and s/he need not disclose convictions if the following criteria are satisfied:

1. S/he has not committed any offence within 7 (consecutive) years of being sentenced for the offence and
  2. S/he did not serve a custodial sentence for the offence (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
  3. The offence was not a specified offence (specified offences are in the main sexual in nature) and
  4. S/he has paid any fine or costs
- Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences.

### **Examples:**

1. Person A was convicted of an assault 10 years ago and received a community-based sentence. S/he has not committed any offence since. Person A is eligible under the scheme
2. Person B was convicted of theft 3 years ago and received a fine which was paid. S/he is not eligible under the scheme as 7 years have not lapsed since the date of conviction.

### **Effect of Law**

The effect is that a person who fulfils all of the above criteria can state that s/he has no criminal record in response to questions. If a person only fulfils some of the criteria s/he is not eligible.

**Police vetting:** Printouts from the police computer (LES formerly the Wanganui Computer) will not reveal a persons criminal record if the criteria are fulfilled.