



# CARETAKERS POSITION 2018

September 2018

Dear

Thank you for requesting information regarding the caretakers position.

Please find enclosed the following:

- Application Form (please complete this).
- Job description

Remuneration will be based on the skills and experience of the applicants (\$40,000 – \$42,000 per annum approx.)

Applications close Friday 28<sup>th</sup> September 2018 and application forms along with a Curriculum Vitae should be forwarded to:

The Principal  
Grey Main School  
Joyce Crescent  
**GREYMOUTH**

We look forward to your application.

Yours sincerely

Mandy O'Sullivan  
Principal



## Application for appointment

### IMPORTANT NOTES FOR 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. Read it through first 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 you include written references, please note that we may contact the writers of the references.
3. Copies of any qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement of the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 **and**
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
  - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
  - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training.

Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.



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Please indicate any breaks in service and give reasons, e.g. overseas travel:

DATES	REASON FOR BREAK

### Professional Development

*Please provide a summary of recent professional learning and development.*

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## 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 board of trustees to:	YES	NO
	<ul style="list-style-type: none"> <li>Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board</li> <li>Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board.</li> </ul>		

**STUDENT SAFETY**

[Cross out the statement that doesn't apply to you]

**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.  
*Please give dates and details:*

**OFFENCES AGAINST THE LAW**

[Cross out the statements that don't apply to you]

**4**

- I have never been convicted of an offence against the law (excluding minor traffic convictions).
- I have no pending charges of an offence against the law.
- I have been convicted of an offence against the law.  
*Please give dates and details:*
- I have pending charges of an offence against the law.  
*Please give dates and details:*

**5**

I know of no reason why I would not be suitable to work with children or young people.

**TRUE****FALSE**

.....  
*Applicant's signature*

**REFEREE****S**

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

**REFEREE'S DETAILS**

Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

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	MOBILE		EMAIL	

## TIMELINE FOR APPOINTMENT

# GREY MAIN SCHOOL

## Caretaker 2018

19 <sup>th</sup> and 22 <sup>nd</sup> September 2018	Position advertised
Friday 28 <sup>th</sup> September 2018	Position closed
Monday 1 <sup>st</sup> October 2018	Shortlisted Applicants contacted.
Friday 12 <sup>th</sup> October 2018	Interviews held.
Friday 12 <sup>th</sup> October 2018	Position offered
Negotiate start date	Position commences

*(Subject to unforeseen change)*