



**Beckenham
Te Kura o Pūroto**

August 2024

Kia ora,

We are seeking someone to join our amazing admin team in an Office Support role.

This position is fixed term, school term time only, until the end of the 2024 school year. It is four hours per week to be worked on one day, and casual hours to cover leave as required.

Please email your application to appointments@beckenham.school.nz

Applications close Tuesday 20th August at 4pm.

Ngā mihi nui

Jo Smith
Acting Principal

*Filling our kete for the journey!
Whakarite ngā kete mō te haerenga!*

71 Sandwich Rd, Christchurch 8023
Phone (03) 337 1404
Email office@beckenham.school.nz
www.beckenham.school.nz

Application Form and Summary Declaration

IMPORTANT NOTES FOR APPLICANTS

(please include this page and all following pages in the application you send)

Thank you for applying for a position with our school. Please ensure you have a copy of the person specifications 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 only of 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 whānau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. All applicants are required to give consent to a Police vet. 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 an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

7. 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 Principal.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.



Application Form and Summary Declaration (non-teacher)

Position:	Office Support (Fixed Term)
Name:	
Address:	
Contact Telephone Number:	
Email address:	
Current Position:	
Current Employer:	
Professional Qualifications:	

Referees

Please provide the names of three people who could act as referees for you. At least two of these should be able to attest to your work performance and it would be preferable if one was also your current employer. If you have included written references from people other than those recorded below, please note that we may also contact the writers of these references.

Name	Telephone (include after hours/cell and work)	Relationship (e.g. employer/principal)	Workplace

Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? <u>If Yes, please note that we may contact these persons.</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please tick the appropriate boxes:		
Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 about to assess your suitability for appointment and ability to do the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
If you have any disability or medical condition for which you would need support to effectively carry out the roles detailed in the Position Description, please give details of the support needed here:		

"I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified. I agree to the references/referees provided to Beckenham Te Kura o Pūroto Board of Trustees in respect to my application for this position at Beckenham Te Kura o Pūroto, being used for the purposes of considering my suitability for the position. I also agree to the

Board making further verbal or written inquiries with the referees provided and, if appropriate, with my previous employer (s)."

Name (printed) _____ Signature _____ Date _____