



# Application for employment

## KiwiLearners Early Learning Centre

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| <b>Collecting and holding personal information</b> | The information you provide on this application for employment form will be collected and held by the Centre Director of KiwiLearners.                                 |
| <b>Purpose</b>                                     | This information is collected for the purpose of assessing your suitability for employment. This may include subsequent changes in employment at KiwiLearners.         |
| <b>Your access to this information</b>             | You have a right of access to personal information (excluding any material of an evaluative nature) and to seek any correction you think necessary to ensure accuracy. |
| <b>Position</b>                                    | This application is submitted in consideration for employment with KiwiLearners.   |

### Personal details

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Education

**Post School qualifications:** i.e. University or Polytechnic. Please include the date the qualification was gained.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teaching and/or Early Childhood Education qualifications:** Please include the date the qualification was gained (include a copy of your qualifications and certificate).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current study:**

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**Special teaching skills:** i.e. Music, art, leadership.

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**Other qualifications:**

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## Employment details

**Current employment**

| Position | Centre/Service | From | To | Reason for leaving |
|----------|----------------|------|----|--------------------|
|          |                |      |    |                    |

**Employment history**

| Position | Centre/Service | From | To | Reason for leaving |
|----------|----------------|------|----|--------------------|
|          |                |      |    |                    |
|          |                |      |    |                    |
|          |                |      |    |                    |

## Health and safety

Do you have any condition or injury which might affect your ability to effectively carry out the functions and tasks of this position? If yes please give details:

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Can you tell me how much sick leave you have used over the last 12 months of employment?

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Do you smoke?

Yes       No

What hours of work are you able to work? Give details of your preferences:

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If your application is accepted, when could you commence employment?

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Would you intend to engage in other paid work while employed in this position?

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## Criminal convictions

Have you ever been convicted of any offence (apart from minor traffic convictions)?

Yes       No

If "yes" please provide brief details:

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Are you awaiting the hearing of charges for any offences?

Yes       No

If "yes" please provide brief details:

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Are you aware of any other potential charges the police may be considering laying against you?

Yes                       No

If "yes" please provide brief details:

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## Referees

Provide name and phone number of three people who can give information regarding your employment and character. At least two must be in reference to recent employment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you agree to inquiries being made as to the accuracy of information contained in this application form, or any other matter relating to your suitability for employment, from your:

Present employer:     Yes                       No

Past employer:         Yes                       No

Any other person:     Yes                       No

Do you have the right of permanent residence in India or a valid work permit?

Yes                       No

## Declaration

I, \_\_\_\_\_ (full name)  
declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_