

KIDS AFTER SCHOOL (KAS)
Application for Employment Form



Please attach a current Curriculum Vitae to this application form. You may also email your application through to: carolyn@kidsafterschool.co.nz

Position Applied for _____ Earliest Starting Date _____

The information that you provide in this form is used for the purposes of determining your suitability for the position you have applied for and to ensure that we meet various NZ legislation including health & safety, privacy, child protection and employment laws. Your information is confidential and is shared with those who are involved in the recruitment and onboarding process including Director, Training and Programmes Coordinator, Finance and Administration Manager, Programme Managers and external agencies involved in the safety checking and vetting processes.

If you are the preferred candidate, in addition to reference checking and police vetting, further background checks may be undertaken if it is relevant for the role you have applied for. These may include qualification/certification verification, driving record, social media, and credit/financial checks.

All information relating to the recruitment process is securely stored in our administration office. If you are the successful candidate, it will be stored in your personnel file. If you are not the successful candidate, we will confidentially destroy your information after 6 months.

Personal Information (Please print)

Full Name <i>(as stated in your driver licence or passport)</i>		Preferred Name	
Postal address			
Email address		Home telephone	
		Mobile	
Driver Licence number		Type of Driver Licence	Learners/Restricted/Full
Te Kahui Kahu Social Sector Accreditation Standards level 3 and Out of School Care and Recreation (OSCAR) accreditation level 3 demands that no staff member under 20 years old is on their own with children in the programme. Are you 20 years old or older Yes / No			
Are you legally entitled to work in New Zealand? Yes / No			

Police Vetting & Safety Checks

We conduct police vetting and safety checks on all successful candidates.

If you have lived in any country other than New Zealand for more than 12 months in the last 10 years you may be requested to provide a police clearance for each country.

If the role you have applied for is a Children’s Worker under the Children’s Act 2014, we will complete police vetting and safety checks as required by that Act. Core Worker roles are exempt from the Criminal Records (Clean Slate) Act 2004 and any conviction for a specified offence may be disclosed within a Police Vetting report regardless of time since conviction.

Do you have any previous or pending criminal charges or convictions (including drink or drug-related driving convictions)? **Yes / No**

If you have answered "Yes", please provide the date and details of the offence together with any comments you wish to make.

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Health Declaration (Please print)

Do you currently have, or have you ever had, a medical condition caused by gradual process, or an injury, illness or disability that could reasonably be expected to affect your ability to carry out the work of the position applied for or could reasonably be expected to be aggravated or contributed to by the work of the position applied for?

Yes / No (If you have answered "Yes", please provide details)

Please Note: Kids After School is a smoke and vape free environment.

Relevant Skills, Abilities and Experience

Is this your first job? **Yes / No**

Please list any certificates, qualifications, and skills that you have that is relevant to the position you are applying for

Present Employment Details

Name of Employer		Managers Name	
Dates of Employment		Position Held	
Key duties and responsibilities			
Reason for leaving			

Previous Work Experience (paid or unpaid)

Begin with the most recent position (covering preceding 5 years)

Position	Employer & Manager	From - To	Reason for Leaving

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Referees

We will only contact your referees if you are the preferred candidate. Please provide details of two referees that you have known for longer than 12 months (cannot be a relative, spouse or live at the same address as you) that we may contact that can testify to your character, attitude, conduct and work ability (preferably those who have observed you working with children).

I agree to KAS conducting references to consider my suitability for the position I have applied for.			Yes / No
I understand that references are supplied in confidence and as evaluative material they will not be disclosed to me without permission from the referee.			Yes / No
1 st Referee Name		Title / Relationship	
Mobile		Day Contact	
Start date		End date (if applicable)	
Reason for leaving			
I have contacted this person and given them permission to provide a verbal reference about me			Yes / No
2 nd Referee Name		Title / Relationship	
Mobile		Day Contact	
Start date		End date (if applicable)	
Reason for leaving			
I have contacted this person and given them permission to provide a verbal reference about me			Yes / No

Declaration

I declare that to the best of my knowledge, the information I have given in this application is correct. I understand that if any false information has been given or any material fact withheld, I am liable to be dismissed without notice should I be the successful candidate. If there are any changes to my situation during the recruitment process that would affect the information that I have provided in this application, I will let KAS know as soon as practicable.

Signature

___/___/___
Date



Diverse and Inclusive Work Environment

Our work environment is characterized by our core values Belonging, Quality, Nurture, Trust, Respect and Responsibility. We respect the diverse range of interests, cultures and creativities of our employees and families, and believe that employing people from different backgrounds and cultures enables an inclusive environment and is critical to our continued success.

With that in mind we would like to get to know a bit more about you and ask you to complete the following questions. These questions are optional and any information that you choose to provide is not considered in the assessment of your suitability for employment.

Diverse and Inclusive Work Environment
Which ethnic group do you best identify with?
What culture do you belong to?
What is your religion?
What gender do you best identify with?