



Application Information

- If you include written references, please note that we may contact the writer of the reference.
- Copies of qualification certificates should be attached as well as a current Practising Certificate. If successful in our application, you will be required to provide originals as proof of qualifications.
- Failure to complete the application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
- 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
 - 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.
- This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993. 7. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and then be destroyed.
- We will only be able to contact the candidates chosen for an interview. All other applicants will be contacted and informed about the outcome after the appointment process has been completed.
- Only referees of applicants shortlisted will be contacted. Please ensure 3 referees contact details are provided
- All information received will be confidential to the St Joseph's Catholic School Takapuna Board of Trustees Appointments Committee