

## APPLICATION FOR OSCAR PROGRAMME VACANCY

Position Applied For \_\_\_\_\_

### 1. PERSONAL DETAILS

Family Name \_\_\_\_\_

First Name(s) \_\_\_\_\_

Previous names / aliases: \_\_\_\_\_

(NOTE: you will be asked to verify any name changes, if you progress past the interview stage.)

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business\* \_\_\_\_\_

\*Tick if you may be contacted at work

Mobile \_\_\_\_\_ E-mail \_\_\_\_\_

### 2. CITIZENSHIP AND RIGHT TO WORK

**Are you a New Zealand Citizen?**

Yes go to question 3  No

**Do you have Permanent Resident Status?**

Yes go to question 3  No

**Do you have a Current Work Permit?**

Yes go to question 3  No – you may not be eligible for employment – please contact us to discuss

### 3. AGE REQUIREMENTS

The Programme is required to follow the MSD OSCAR Standards on age of staff which states that:

- No person under the age of 16 is to be included in the staff/child ratio as a staff member. AND
- The Management and overall site supervision must be carried out by an adult.  
For the purpose of this standard an adult is ... a person 20 plus years.

**Please tick as confirmation that you meet the age requirement for this position:**

I am 16 years or older  **or** I am 20 years or older

PLEASE NOTE: If you progress past the interview stage, you will be required to provide your date of birth for police vetting purposes.

#### 4. DRIVING REQUIREMENTS **(IF REQUIRED)**

Do you have a current, full drivers licence – **to drive a manual vehicle (adapt as required)**

Yes  No

#### 5. MEDICAL DETAILS

Have you had an injury or medical condition caused by the gradual process, disease or infection – for example, hearing loss, occupational overuse syndrome – which the tasks of this job may aggravate or contribute to?

Yes  No

If YES, what are the details of the injury/medical condition? How is your performance likely to be affected?

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#### 6. STAFF CHILDREN IN THE PROGRAMME **(amend as relevant)**

Please note that it is our programme policy that no child under the age of five will attend the programme, including children of staff. **OR** Children of staff that are five years or over may be enrolled in the programme, subject to the usual terms and conditions.

#### 7. DISCLOSURE OF CRIMINAL CONVICTIONS

We require you to disclose all convictions, except if the Criminal Records (Clean Slate) Act 2004 applies.

WHAT MUST YOU DISCLOSE? You must declare all convictions if you have:

- Been convicted of an offence within the last 7 years **OR**
- Been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal) **OR**
- Been ordered by the Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced **OR**
- Been convicted of a 'specified offence' (e.g. sexual offending against children and young people or the mentally impaired) **OR**
- Not paid in full any fine, reparation or costs ordered by the Court in a criminal case **OR**
- Been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision

Please answer the following based on the above criteria. TICK ONE BOX ONLY:

- I have no convictions (OR none of the above criteria apply.)
- At least one of the above criteria apply and I understand that I will be questioned about these convictions at the job interview.

I acknowledge that to comply with the Vulnerable Children Act 2014 I will be required to undertake an extensive identity verification and background check, including Police Vetting. I understand that if I have certain specified offences, I will not be able to be employed.

(More information at <http://www.childrensactionplan.govt.nz/childrens-workforce/the-workforce-restriction/>)

**NOTE: Our organisation is required to keep completed Police Vetting forms to be viewed by a MSD Assessor, as part of the OSCAR Approval process.**

**8. EMPLOYMENT HISTORY**

Please provide your full employment history for the PREVIOUS FIVE YEARS.

Year	Employer	Position held	Length of employment

**EDUCATION HISTORY**

Please provide full details of any courses or study you have undertaken in the previous five years

Year	Employer	Position held	Length of employment

You may provide information on other activities during this period, if you were not in employment or study.

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**PREVIOUS EMPLOYERS**

Please provide the following information about the last three positions you have worked in

1) Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Reason you left this job: \_\_\_\_\_

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

2) Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Reason you left this job: \_\_\_\_\_

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

3) Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Reason you left this job: \_\_\_\_\_

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

**9. EXPERIENCE WITH CHILDREN**

Please provide details of other roles you have or have had, outside of employment, where you have contact with children e.g. voluntary work, sports teams, babysitter/nanny etc.

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

### 10. QUALIFICATIONS / PROFESSIONAL CREDENTIALS ETC.

Please provide full details of any relevant qualifications, including the year received and what institution you received it from. Also list any memberships of professional bodies. Please attach supporting documents. If you are interviewed you will be required to bring authentic documents to confirm this information.

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### 11. REFERENCES

Please provide AT LEAST TWO referees that we can contact.

*NOTE: They must not be related to you or part of your extended family.*

1. Name \_\_\_\_\_

Phone/email: \_\_\_\_\_

Relationship: \_\_\_\_\_

*e.g. former employer, tutor, sports coach etc.*

2. Name \_\_\_\_\_

Phone/email: \_\_\_\_\_

Relationship: \_\_\_\_\_

3. Name \_\_\_\_\_

Phone/email: \_\_\_\_\_

Relationship: \_\_\_\_\_

I GIVE PERMISSION TO CONTACT THESE REFEREES, AS WELL AS OTHER PERSONS / ORGANISATIONS NAMED IN THIS APPLICATION, IN ORDER TO ASSESS MY SUITABILITY FOR THIS POSITION.

Should it be required, we will NOT contact your current employer, without first obtaining your express consent.

## DECLARATION

I declare that the answers to the questions in this application are true and correct. I agree to all the steps and requirements outlined in this document.

I understand that if any of the information is proved to be false or misleading or any relevant information is left out on this form or any other supporting documents e.g. CV, then this may lead to my application being rejected or if appointed to a position then my employment may be immediately terminated.

I understand that, because the organisation I am seeking work with is committed to the care and protection of children, there will be an extensive examination of my background and suitability for work with children. I also acknowledge that I may be expected to discuss and disclose potentially sensitive information, for example any disciplinary action that may have been taken by a previous employer, pertaining to child safety.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

*This information is collected for the purpose of assessing your suitability for employment.*

*Applicants must complete this form personally, answer all questions, and sign the declaration.*

*All applicants have the right to access personal information and to request any correction necessary to ensure its accuracy. Any information retained or recorded will be kept strictly private and will only be accessible to persons directly involved in the recruitment process.*

*If you are unsuccessful in gaining employment, this application form and your CV will be retained for no more than 12 months and then destroyed unless you request your CV be returned to you.*