**CORE Education - Application Form**

At CORE, we are passionate about the role learning can play in building an equitable and thriving Aotearoa.

We want to see a future where all learners experience education success, regardless of who they are, where they live or the challenges they face.

To apply to join us, please complete **ALL** parts of this form in full.

**Note about collecting and holding personal information:** This information is collected for the purpose of assessing your suitability for employment with CORE Education Limited. All information on this form is confidential and will be retained by CORE Education Ltd for six months unless you are appointed to a position or you specify otherwise. If your application is successful, this form will be retained on your personal file.

##

## Personal details

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| **Position you’re applying for:** |  |
| Family name: |  |
| First or given names: |  |
| Preferred name(name you want to be addressed by): |  |
| Have you ever been known by any other name(s)? If so, please state these here |  |
| Address: |  |
| Suburb: |  | City: |  |
| Postcode: |  | Mobile: |  |
| Email: |  |

## Application source

|  |  |
| --- | --- |
| How did you hear about this opportunity? | □ SEEK □ LinkedIn □ CORE Website □ Word of mouth □ Referred by another CORE employee □ Other (please advise below) |

| **Eligibility to work in New Zealand** |
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| Which best describes your eligibility to work in New Zealand? | □ I am a New Zealand or Australian citizen □ I am a permanent resident of New Zealand□ I hold a current valid work permit or visa\*□ I am not currently eligible to work in New Zealand\*If you hold a valid work permit or visa, please provide details including the conditions below: |
| **Availability to work**What is your current notice period (if applicable) |

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| **Criminal convictions**CORE Education Ltd requires you to disclose all convictions unless they are covered by the Criminal Records (Clean Slate) Act 2004. If you would like more information on what disclosure is required, please contact the HR Manager at CORE Education Ltd.You must declare all of your 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, etc) 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 ‘special offence’ (e.g. sexual offending against children, young or mentally ill people)

**Please answer the following based on the above criteria. Tick one box only:*** No, none of the above criteria applies to me and/or I have no convictions.
* Yes, at least one of the above criteria applies and I will disclose my criminal convictions below:
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Do you have any criminal charges pending or are you currently the subject of a criminal investigation? Yes/No

If yes, please detail:

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| **Drivers Licence**  |

Do you have a current drivers licence? Yes/No

Do you have any demerit points or endorsements? Yes/No

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| **Health Declaration**Please give details of any injury or medical condition that may have arisen from illness, accident or any other cause e.g. hearing loss, occupational overuse syndrome, sensitivity to chemicals or back problems which tasks in this position could aggravate or contribute to and therefore affect your ability to carry out this role: |
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| Please advise below if there anything that CORE Education Limited needs to consider in order to provide you with a safe and healthy work environment (eg any workplace modifications or support) : |
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## CORE Education Limited complies with the Human Rights Act 1993 and a declaration of a medical or physical condition or disability will not rule you out of consideration for the role.

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| **Teacher Registration information - only complete for relevant roles** |
| Do you hold a current practising certificate from the Education Council of Aotearoa New Zealand?If yes, please enter your registration number and expiry date: | □ Yes □ No |
| Have you ever been deregistered as a teacher, either within NZ or overseas?If yes, what was your deregistered date? | □ Yes □ No |

If completing information about teacher registration, complete questions 1,2,3 below

1. Qualifications, Degree(s) – please indicate full-time years of study or equivalent required to complete the qualification.

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| **Title of degree/qualification** | **Awarded by** | **Year completed** |
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1. Directly relevant professional/industry work experience (paid or unpaid). Give dates OR estimate part time hours if appropriate.

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| --- | --- | --- |
| **Name of employer** | **Position held (full or part-time)** | **Period of service** |
| **from** | **to** |
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1. Give details of a relevant life experience for the role being applied for that is not described within the other categories – provide dates. All applicants to complete. Please attach a separate sheet if necessary.

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**Languages**

Can you hold an everyday conversation in any language other than English - please give details?

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**Other employment**

Have you ever worked for CORE Education Limited or an associated company before? Yes/No

Do you have secondary employment? Yes/No

If yes, please detail:

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**Referees**

In making this application, you consent to CORE Education Limited seeking verbal or written information about your suitability for the position from any of the referees you have nominated below. You authorise the information to be released to those involved in the selection process. The referees must include a current and at least one other recent employment-related referee. Generally personal referees will not be acceptable.

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| --- | --- |
| Name: |  |
| Telephone: |  |
| Their role: |  |
| The organisation they work/worked for: |  |
| Email |  |
| Relationship:(e.g. manager) |  |

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| --- | --- |
| Name: |  |
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| Email |  |
| Relationship:(e.g. manager) |  |

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|  **Declaration** |
| I, ……………………………………………. (full name) declare that to the best of my knowledge the information provided in this application and in any resume/CV enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated.I understand that this information, together with the written material I have supplied, and evaluative material including any interview notes, and information provided by referees will be held confidentially and used only for the purposes of this application for employment. I agree to notify CORE Education Limited of any future change to the information supplied during the course of this application process and/or for my records should I be successful in obtaining employment with CORE Education Limited.I understand that should I be appointed to the role I must provide certified proof of identity (such as a birth certificate, passport, or driver’s licence) and evidence of New Zealand or Australian citizenship, residence or a valid work visa or resident visa that entitles me to work in the role prior to commencing employment.Signature: Date:  **What happens now?** |
| * Please send this completed application form together with your cover letter and CV to joinourteam@core-ed.ac.nz
* We will acknowledge receipt of your application by email
* Once the vacancy has closed, we will let you know what the outcome is - if we want to talk with you some more in an interview, or whether we think this isn’t quite the right opportunity for you at the moment. In this case, we would love you to keep in touch and see what other opportunities come up in the future.
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