



## Candidate Application Form

**Please send us this form with your CV, cover letter, and a copy of photographic ID**

The information that you provide on this form is covered by the Privacy Act 2020 and will only be used for selection and recruitment purposes. Information obtained from referees is also covered by the Privacy Act 2020. All information will be kept confidential. This information may be corrected at any time by you.

This application form provides for you to give consent for ERO to conduct all pre-employment checks, including referee checks, and the serious misconduct check

If you require assistance with completing this form, or any part of the recruitment process please contact [human.resources@ero.govt.nz](mailto:human.resources@ero.govt.nz)

Position applied for	
Location of position	
How did you learn of this vacancy?	
Have you worked for ERO before?	If yes, when and what role

<b>Personal information</b>	
Name	
Telephone	
Email	

What is your nationality?	
Are you legally entitled to work in New Zealand?	NZ Citizen <span style="float: right;">If applicable, please attach a copy to this form</span> NZ Permanent Resident Australian Citizen/Permanent Resident Valid work permit No work permit

<b>Disclosures</b>	
<p>All successful candidates will undergo a criminal history background check, via the Ministry of Justice or the Police Vetting Service.</p> <p>The Criminal Records "Clean Slate" Act 2004 gives people the right, if they meet set conditions, to withhold information about their past criminal convictions. If you are uncertain if this applies to you, please refer to the Police Vetting website. All ERO staff are re-vetted every three years.</p>	
Have you ever been convicted of a criminal offence in NZ or any other country?	Yes / No
Are you awaiting sentencing, or do you have charges pending?	Yes / No
Have you ever been discharged without conviction for an offence?	Yes / No
If you have answered 'Yes' to any of the above questions, please provide details below	

If appointed to this role, you will be required to observe the ERO Code of Conduct. You can read the code <a href="#">here</a> . Do you have any issues in complying with this code?	Yes / No
Are you aware of any possible conflicts of interest that may arise if you are appointed to this position in terms of the above statement?	Yes / No
Are you a current member of a school board of trustees or involved in the management of an early childhood education service? (Note – if you are appointed you will be unable to continue your involvement)	Yes / No

Do you have secondary employment which you would wish to continue should you be appointed to the position?	Yes / No
<i>If you have answered 'Yes' to any of the above questions, please provide details below</i>	

References	
Please provide the name and contact detail of three referees. One referee must be your current or most recent manager. We will inform you prior to contacting your referees.	
Name Telephone	
Name Telephone	
Name Telephone	

Have you worked for a Public Service Department or statutory Crown entity previously?	<b>If yes, please give brief details</b>
<i>If you have previously worked for a Public Service Department or statutory Crown entity, please complete this section –</i>	
<p>Do you consent to the disclosure to ERO of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all Public Service and statutory Crown entity employers for the last three years? This will usually be conducted at the preferred candidate stage.</p> <p> <input type="checkbox"/> Yes, I consent  <input type="checkbox"/> No, I do not consent  <input type="checkbox"/> I would like to discuss this before it is undertaken* </p> <p><i>*Note that in this case the agency will need to separately document the candidate's consent following that discussion</i></p>	

REVIEW OFFICERS ONLY	
What is your Teachers Registration Number?	
Do you hold a current Practising Certificate from the Teaching Council of Aotearoa NZ? (If yes, state expiry)	<b>If Yes, please attach a copy to this form</b>
Do you have a full, current drivers' licence?	<b>If Yes, please attach a copy to this form</b>
Do you have any current or pending demerit points or drivers license restrictions (including convicted traffic offences)?	<b>If yes, please give brief details</b>
Having read the position statement, and noting aspects of the role such as level of travel, and requirement to work in schools and early childhood centres; do you have any impairments, injuries or conditions that may effect your ability to perform the role, or that the job may adversely contribute to?	<b>If yes, please give brief details</b>

*Please note – if you are appointed as a Review Officer, you will be required to drive, and your driving will be professionally assessed every 2 years.*

*Please note – As part of the recruitment and selection process ERO may undertake checks including – criminal history, visa checks, psychometric tests, and qualifications checks.*

Declaration	
<p>I certify that:</p> <ul style="list-style-type: none"><li>• I consent to my referees to be contacted (<i>The recruitment team will inform the candidate before contact is made with any referees</i>)</li><li>• The information I have supplied is given voluntarily and is, to the best of my knowledge true, accurate and complete.</li><li>• I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, my employment may be terminated.</li></ul>	
<b>Signature</b>	
<b>Date</b>	