Employment Application Form – Checklist for Completion

Complete this checklist and submit with your application.

Make sure you have provided all the following information or documentation. Any incomplete or missing information may disadvantage your application.

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| --- | --- | --- | --- |
| Application Details | | | |
| Name of Position this Application is For |  | Tick Which Organisation | |
| Vacancy Reference Number |  | CMKA | ELCM |
|  |  |
| Your Name |  | | |

|  |  |  |
| --- | --- | --- |
| Requirement | Tick | |
| Yes | N/A |

|  |  |  |
| --- | --- | --- |
| Identity Document from Part 1 - copy submitted with application, original available if required |  |  |
| Identity Document from Part 2 - copy submitted with application, original available if required |  |  |
| At least one form of identity document includes a photo of you |  |  |
| Document to Support a Change of Name (copy submitted with application, original available if required) |  |  |
| Teaching Qualification – certified copy submitted with application, original available if required |  |  |
| NZQA Assessments of Qualifications where applicable ( certified copy submitted with application, original available if required) |  |  |
| NZ Education Council Teacher Registration (copy submitted with application, original available if required) |  |  |
| Police Vetting Service Request and Consent Form is completed (Not required for registered teachers) |  |  |
| All parts of the Employment Application Form are completed |  |  |
| The Employment Application Form is signed in pen and dated by you, the applicant |  |  |

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| Return your application and supporting documentation to: |

|  |  |  |
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| [vacancies@cmka.org.nz](mailto:vacancies@cmka.org.nz) | Counties Manukau Kindergarten Association  PO Box 93  Takanini 2245 | 8 Oakleigh Avenue  Takanini  2245 |