

Worker safety checking at MidCentral District Health Board (as per the Vulnerable Children Act 2014)

MidCentral District Health Board is committed to protecting children and other vulnerable people from abuse and neglect. In accordance with the requirements of the Vulnerable Children Act 2014 (“the Act”) and the Vulnerable Children (Requirements for Safety Checks of Children’s Workers) Regulations 2015, appointments to “core children’s worker” positions at MidCentral District Health Board from 1 July 2015 are subject to worker safety checks.

MidCentral District Health Board has determined that the position you have applied for/ are being offered is a “core” children’s worker position, as defined in the Act. This is due to the type of role you are applying for/ have been offered, the service/ department in which the role operates, or the *potential* for the successful appointee to have more than incidental contact with children.

Under the Act, children’s workers are paid or funded by state sector agencies and may or do have regular or overnight contact with children, without a parent or guardian present. A “core” worker is a children’s worker whose work requires or allows that the person either works alone with children, or that they have primary responsibility for or authority over the child.

To enable MidCentral District Health Board to assess your suitability for employment as a “core children’s worker” and to meet the requirements of the Act, you are required to provide the following information.

Checklist & Document Return Form

Police Vetting – to be completed by shortlisted candidates at interview stage, or by individuals who have been offered employment before they commence work

- NZ Police Vet – please complete Section 2 of the [NZ Police Vetting Service Request and Consent form](#) (pp 3-4)¹. You can authorize the police vet by either signing a hard copy of the form at the bottom of page 4, or by marking the checkbox and returning an electronic copy. The completed form should be returned to the convenor of the panel/ hiring manager, along with your identification documents – as noted in the section below.

Please note, under New Zealand legislation a NZ Police Vet is required regardless of whether you have ever visited or lived in New Zealand.

If you are offered employment at MidCentral District Health Board, the following may also apply to you:

- If you have lived outside of New Zealand, you will be required to provide copies of police certificates from your country/ countries of citizenship and from any country in which you have lived for more than 12 months in the last 10 years.

Confirmation of Identity – to be completed as part of the police vetting process or pre-employment

Irrespective of whether a NZ police vet is undertaken, MidCentral District Health Board requires prospective employees to provide confirmation of their identity. If you supply the requisite original identity documents as part of the NZ Police vetting process, you are not required to provide further evidence of identity. If however police vetting is not being undertaken, eg if this has already been completed as a condition of your professional registration or annual practising certificate process, then you are still required to provide confirmation of your identity.

¹ MidCentral District Health Board is not submitting Australian checks on behalf of applicants, so please disregard Section 3 (pp 5-7) of the NZ Police form. If you have lived in Australia and need to obtain an Australian police clearance as per the requirement above, you are responsible for obtaining this.

Please provide **original²** copies of ID documents:

IMPORTANT NOTE: If you can only provide copies of these ID documents during the recruitment process, you must supply originals if a formal offer of employment is made. Copies are only acceptable if they are **certified** by a solicitor/ lawyer, notary public, police officer, Justice of the Peace, court official – or equivalent from an overseas jurisdiction. The person certifying the copy must see the original document and provide the following on the copy: his/ her name; position/ title; the date; signature; wording to the effect of “certified true copy of the original”; and, in the case of photographic identification, wording to the effect of “certified true likeness of [candidate name]”.

Primary ID document *eg NZ passport, overseas passport, NZ emergency travel document, NZ refugees travel document, NZ certificate of identity, NZ firearms licence, NZ full birth certificate (issued on or after 1/1/1998 and must carry a unique ID number), NZ citizenship certificate*

And

Another form of ID *eg NZ driver licence, 18+ card, Community Services Card, SuperGold/ Veteran SuperGold card, NZ student photo identification card, NZ employee photo identification card, NZ electoral roll record, IRD number, NZ issued utility bill (issued not more than 6 months earlier), Steps to Freedom form*

And

One of the above must be photographic – photo must match actual physical appearance

And – (if applicable)

Evidence of name change where names differ

eg NZ birth certificate, change of name by statutory declaration, change of name by deed poll, NZ name change certificate, NZ marriage certificate, NZ civil union certificate, NZ order dissolving marriage/ civil union, NZ order declaring marriage/ civil union void

Provision of other information for MDHB’s consideration

If not already provided in your application form or on your Curriculum Vitae, please complete the following information to enable MidCentral District Health Board to consider your suitability for employment as a “core children’s worker”.

Personal details – mandatory

Full name	
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Employment details

Name of current employer	
Job title	
Current manager	
Summary of work history for the last five years. <i>This is a chronological list of previous employments (both voluntary and paid) with commencement and end dates, and the reasons for leaving previous jobs.</i>	<i>Example: 14/10/2004 – 30/08/2014, Registered Nurse in NICU, Canterbury District Health Board, left to move to the North Island due to partner’s transfer.</i>

² All documentation presented to MDHB for sighting must be originals. Where you can only supply certified copies during the recruitment process, if offered employment you must provide original documentation before starting work.



<i>Please explain any periods when you were not in employment, education and training.</i>	
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Registration details

Name of professional body or registration authority (if applicable)		
Do you have a current practising certificate?	Yes <input type="checkbox"/> / No <input type="checkbox"/> / NA <input type="checkbox"/>	Expiry Date:
Registration number		
Are you currently subject to any enquiries, suspensions, or restrictions relating to your registration? Please provide details.		

Professional membership

Please list all professional organisations relevant to the position you have applied for/ are being offered, of which you are a current member (if applicable)	
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Licensing authority

Please list any licenses you currently hold from any licensing authorities relevant to your application for employment (if applicable)	
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Referee³

<p>Name and contact details of referee.</p> <p><i>If not already provided in your application form or on your Curriculum Vitae, please include at least 1 referee who is not related to you and who is not part of your extended family.</i></p>	<p>Referee's name:</p> <p>Job Title:</p> <p>Relationship to you: (circle one) Manager / Employer / Work Colleague Educator / Personal / Other: _____</p> <p>Phone Number:</p> <p>Email:</p>
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Please return your completed checklist/ form to the convenor of the panel/ hiring manager along with the relevant supporting documentation, ie police vet consent form, identity documents, etc.

³ In providing these details you authorise MidCentral District Health Board to contact your nominated referee and authorise the referee to release the requested information to MidCentral District Health Board. You also agree and accept that all referee reports obtained for the purpose of your application for employment will be confidential to MidCentral District Health Board and will not be made available to you.