



Name: _____

Address: _____

Phone number: _____

Emergency contact: _____

IRD number: _____

Any additional relevant information: _____

Starting date: _____ Finishing date: _____

STAFF DECLARATION:

I have read, understood and agree to abide by all programme policies and procedures.

I agree to allow the One Tree Point School Principal to view my police Vetting record and my employment file.

Signature: _____ Date: _____

- | | |
|---|---|
| <input type="checkbox"/> Application on file | <input type="checkbox"/> Applicant received job description |
| <input type="checkbox"/> Reference checks completed | <input type="checkbox"/> Police Vet form completed |
| <input type="checkbox"/> Applicant received Policies and Procedures | <input type="checkbox"/> Tax forms completed |
| <input type="checkbox"/> Received Code of Behaviour | <input type="checkbox"/> Employment Agreement signed |

Induction Training received:

- Behaviour Guidance
- Health & Safety
- Responding o Child Abuse
- Emergencies

SIGNED:

(Principal)

(Staff Member)

