

When to use this form

You will need to complete this application if

- you have been convicted of a specified offence as defined in Schedule 2 of the Children’s Act 2014, and
- you are or want to be employed or engaged as a core worker

Definition of a core worker

Core children’s workers are:

- employed by the state sector or local authorities (including organisations they fund)
- work alone with or have primary responsibility or authority over children

How to apply

To apply for a Core Worker Exemption please send this completed form and any supporting information to:

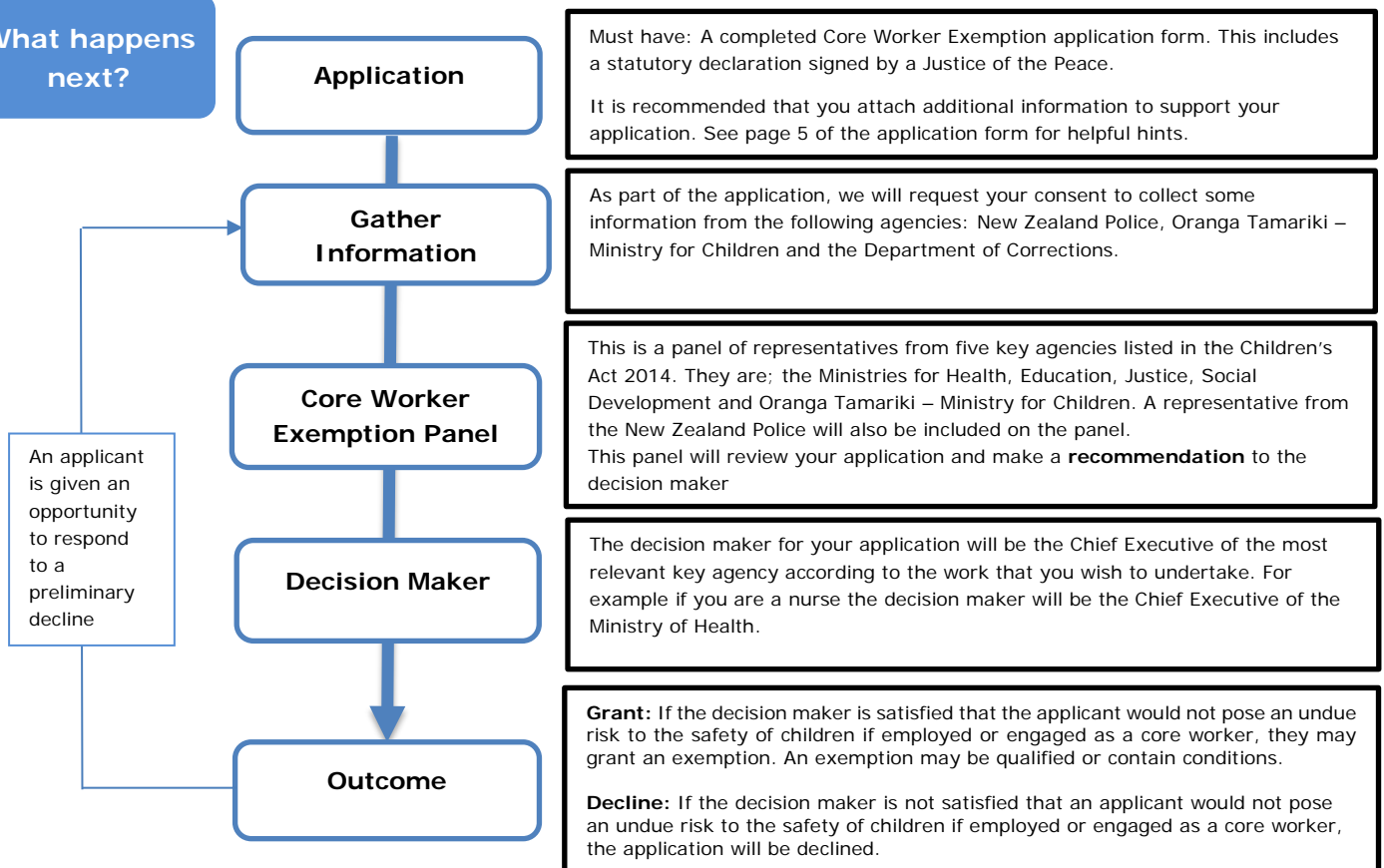
Post: Core Worker Exemption Team, Ministry of Social Development, PO Box 1556, Wellington, 6140

Email: core_worker_exemption@msd.govt.nz

Additional help

If you have any questions about the process or what to include with your application you can contact the Core Worker Exemption Team on **0800 462 511** or email core_worker_exemption@msd.govt.nz

What happens next?



Section 1 Personal Information

Personal details

Providing the following personal details will ensure that we assign, request information and disclose information to and about the correct person.

Contact Details

We understand that the nature of the material you have provided to us is personal and sensitive. We wish to keep your application as private as possible. To assist us with this, please let us know the best way to communicate with you about your application.

What is your full name?

Mr

Mrs

Miss

Ms

Other

First and middle names

Surname or family name

Have you ever been known by another name?

No

Yes

If yes, write them out below

1.

2.

What is your date of birth?

Day

Month

Year

Where were you born? (country)

Are you:

Male

Female

Gender diverse

Where do you live?

Flat/House Number

Street name

Suburb

Town / City

Is your mailing address different from where you live?

No

Yes

Tell us your mailing address if it is different

How else can we contact you?

Home phone

Mobile Phone

Do you agree to receive emails from us?

No

Yes

I don't have an email address

What is your email address?

Employment details

This information helps us to determine who will be the relevant decision maker for your application and to understand the work that you do.

Are you currently in paid employment as a core worker?

No Yes

[Tell us below about the work you do](#)

If no, are you seeking paid employment as a core worker?

No Yes

[Tell us about the work you would like to do](#)

What is your occupation?

Who is your employer / prospective employer

Can we contact your employer to discuss your application?

No Yes

[Tell us who we can talk to about your application](#)

What are your employers contact details?

Are you currently enrolled or plan to enrol in tertiary study?

No Yes

[Tell us about your course](#)

Where are you going to study?

What course are completing?

Proof of Identity

In order to confirm the identity of the applicant, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

Please attach a copy of two forms of identification from the lists below

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Full Birth Certificate (issued after 1998)
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Firearms Licence
- NZ Citizenship Certificate
- NZ Certificate of Identity

Secondary IDs include:

- NZ Driver Licence
- NZ Full Birth Certificate (issued before 1998)
- NZ Teachers Registration certificate
- NZ Student Photo Identification Card
- NZ Electoral Roll Record
- 18+ card
- Community Services card
- NZ Employee Photo ID
- SuperGold Card
- International Driving Permit

If you do not have two of the above forms of identification, you are required to complete a proof of identity form and attach it to your application.

Section 2 Convictions and Exemption History

Convictions history

Please provide details of your specified offences below.

For a list of the specified offences please see the Schedule 2 of the Children's Act 2014. This can be found here:

<http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501909.html>

If you are unsure about the details of your offending you may find it helpful to request your sentencing notes from the local courts. You can find the contact details of your local courts by visiting the following website:

<https://www.justice.govt.nz/contact-us/find-us/>

Specified Offence 1

What specified offence you were convicted of?

Example: child assault under section 194a of the Crimes Act

What date were you convicted?

What was the sentence imposed?

When did this sentence end?

Were you, or are you, subject to any conditions imposed under the Parole Act 2002, the Criminal Justice Act 1985 or the Sentencing Act 2002?

No

Yes

If yes, please provide the details below

Specified Offence 2 (if applicable)

What is the specified offence you were convicted of?

Example: child assault under section 194a of the Crimes Act

What date were you convicted?

What sentence was imposed?

When did this sentence end?

Were you, or are you, subject to any conditions imposed under the Parole Act 2002, the Criminal Justice Act 1985 or the Sentencing Act 2002

No

Yes

If yes, please provide the details below

Exemption History

It is important for us to understand whether you have applied for an exemption previously. This is a requirement outlined in Section 36 of the Children's Act 2014.

Have you previously applied for a core worker exemption?

No

Yes

If yes, please provide the details below

Application Number

Outcome

Section 3 Statutory Declaration

This section of your application must be completed and signed in the presence of a Justice of the Peace, solicitor or other person authorised to take a statutory declaration. This is a requirement outlined in Section 36 of the Children's Act 2014.

I, (First and Last Name)

Of (Address)

Occupation

Solemnly declare that:

I am aware that I am subject to the Children's Act workforce restriction, because I have been convicted of a specified offence(s).

I am applying for a core worker exemption in regard to the specified offence(s) that I have outlined in Section Two of this application form.

I declare that the information that I have included on this form is accurate and correct to the best of my knowledge.

I declare that the additional information I have included with this application is accurate and correct to the best of my knowledge.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

My signature

Date

Details of the official witness (Justice of the Peace, solicitor or authorised person to take statutory declarations)

Declared at (place)

Name of witness

Signature

Date

Section 4 Information gathering

Consent to disclose information

By noting your consent below, the Ministry of Social Development will collect information from the agencies listed in this section. The information that is received will be added to your application. You will be given a copy of the information collected and will have an opportunity to comment if you wish.

Additional Information

It is important to provide as much information as possible with your application. This will ensure the panel of representatives and the decision maker have a good understanding of your circumstances.

The onus is on you, the applicant, to provide enough evidence to show the decision maker that "you do not pose an undue risk to the safety of children if you are employed or engaged as a core worker."

New Zealand Police

I authorise the New Zealand Police to provide the Ministry of Social Development with all information relating to my specified offence(s) listed in Section 2 of this application and anything else that the New Zealand Police deem to be relevant.

No Yes

Please sign the NZ Police vetting consent form on page 7

Department of Corrections

I authorise the Department of Corrections to provide the Ministry of Social Development with information, conditions and reports relevant to my application and relating to my specified offence(s) as detailed in this application

No Yes

Oranga Tamariki – Ministry for Children

I authorise Oranga Tamariki - Ministry for Children to provide the Ministry of Social Development with any information that it holds about me that may be relevant to the care and/or protection of children.

No Yes

We recommend that you supply the following information to assist the panel of representatives and the decision maker.

- **A cover letter** - This letter is your opportunity to outline why you think you should be considered for a core worker exemption. You could outline: when did your offending occur? What happened at the time? Have you undertaken any rehabilitation programmes? What did you learn from these? What life changes have you made?
- **A written reference from your employer** – This should indicate that your employer is aware of your offending. Any support or risk management structures in place for you should also be explained.
- **Personal references** - These should attest to your character, and be from people who have known you during your offending and rehabilitation.
- **Letters from Professional Bodies** - Include any letters from professional bodies or disciplinary tribunals (such as Education or Nursing councils) if you have been before them.
- **Evidence of Rehabilitation** - This can include letters or reports from rehabilitative programmes, it could include drug and alcohol programmes, psychologist or counsellor reports.
- **Sentencing Notes** - These can be requested from the court in which you were sentenced.
- **Any other supporting information** - We encourage you to provide any other information that you feel would be relevant to your application. This could include certificates from any study or courses you have attended or volunteer work you have completed.

Section 6
Privacy

By signing this document, I understand that:

- The information which I include with my application for a core worker exemption, will be provided to the Ministry of Social Development, including the core worker exemption team, the Panel of representatives and the decision maker.
- The Ministry of Social Development, the core worker exemption panel of representatives and the decision maker will use this information collected, to assess my application for an exemption under the Children's Act 2014.
- Any information disclosed by the New Zealand Police, Oranga Tamariki – Ministry for Children and the Department of Corrections is allowable under principle 11(d) of the Privacy Act 1993 as I have authorised that disclosure on page 5 of this application form.
- If I do not consent to the collection of information from the New Zealand Police, Oranga Tamariki – Ministry for Children or the Department of Corrections, the Ministry of Social Development will not receive any information from those agencies.
- I am aware that the core worker exemption panel of representatives and the decision maker may need that information to be able to make a decision regarding my core worker exemption application.
- The Ministry of Social Development, the core worker exemption panel of representatives and the decision maker will use this information collected to assess my application for an exemption under the Children's Act 2014.
- This information is collected under the authority of the Children's Act 2014.
- I have the right to ask for access to the information collected and used to assess my application. I can email core_worker_exemption@msd.govt.nz at any time to request the information held by the Ministry of Social Development.
- The Ministry of Social Development can use or disclose information relating to my exemption application or status to the New Zealand Police.
- The Ministry of Social Development can disclose information of my exemption application status to my employer or potential employer with my consent. This consent will be given on an employer verification form.
- The New Zealand Police can disclose information to the Ministry of Social Development if they become aware of a further specified offence (for the purposes of revoking exemption).

Signature

Date

Section 7
NZ Police vetting
consent



Vetting Service Request & Consent Form

NZPVS-CS - 10/19

- The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active investigations, charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction, withdrawn, or resolved by way of the Police diversion scheme
 - Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
- If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - Section 31(3) of the Children's Act 2014 applies to this request (safety checks of core children's workers).
 - The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.
Please see the [guide](#) for more information regarding the Clean Slate legislation.
- The Police Vetting Service may disclose newly-obtained relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.The Vetting Service will endeavour to notify you prior to the disclosure.
- Information provided in this consent form may be used to update New Zealand Police records.
- I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
- The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
- I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.
For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation:

- I confirm that the information I have provided in this form relates to me and is correct.
- I have read and understood the information above.
- I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name:

Date:

Signature:

Electronic
Signature



Section 8 Checklist

Application completion checklist

Use the following list to confirm what information you have submitted. This will make sure we have received all the documents you wish to include with your core worker exemption application.

Have you included the following necessary documents and complete the following actions?

<input type="checkbox"/>	Copies of two forms of identification
<input type="checkbox"/>	A completed New Zealand Police Vetting consent form
<input type="checkbox"/>	Sentencing Notes in regard to your specified offence/s
<input type="checkbox"/>	A Statutory Declaration signed by a Justice of the Peace (or other official witness)
<input type="checkbox"/>	A signature on each page of the application form

Have you included the following recommended documents

<input type="checkbox"/>	Covering letter
<input type="checkbox"/>	Employer References
<input type="checkbox"/>	Personal References
<input type="checkbox"/>	Professional body references
<input type="checkbox"/>	Psychologist report
<input type="checkbox"/>	Department of corrections psychological report
<input type="checkbox"/>	Evidence of Rehabilitation (list below)
<input type="checkbox"/>	Any other information you feel is relevant (list below)

Section 9 Submit your application

Once you have completed your application you can send it to:

Post: Core Worker Exemption Team, Ministry of Social Development, PO Box 1556, Wellington, 6140

Email: Core_worker_exemption@msd.govt.nz