



N E L S O N  
C O L L E G E

## APPLICATION FOR APPOINTMENT

**Nelson College is an EEO Employer**

**Please enclose a copy of your CV / Resume with your application.**

**PART TIME CLEANER, HOSTEL (4 hours per day, in the mornings, 5 days per week, term time only)**

*Applications are invited for a part-time Cleaner for Nelson College Boarding.*

**PAYMENT:** Based on School Caretakers' & Cleaners' (including Canteen Workers) Collective Agreement – \$16.53 per hour.

**Applications close:** Friday 8<sup>th</sup> February 2019, **and should be addressed to**

The Director of Boarding  
Nelson College  
Private Bag 16  
NELSON

**Emailed applications will be assumed to have been signed giving the College permission to enquire as necessary. A valid signature will be required on all documentation prior to any applicant being offered the position.**

**TIME LINE:**

**Application due by:** Friday 8<sup>th</sup> February 2019

**Please enclose a copy of your CV / Resume with your application.**

Applicants to contact:

**The Director of Boarding  
Nelson College  
Private Bag 16  
NELSON**

**Telephone:** (03) 548 3099

**Fax:** (03) 546 6932

**E-mail:** sh@nelsoncollege.school.nz



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## **JOB DESCRIPTION**

**DATE OF ISSUE: February 2019**

### **HOSTEL CLEANER (DOMESTIC)**

**TERMS OF APPOINTMENT: PERMANENT PART TIME**

**REPORTING TO: HOSTEL MATRON**

#### **SUMMARY OF POSITION:**

The role exists to support Nelson College Hostel staff provide a positive, caring environment in which students can best develop. This to be achieved through ensuring the physical environment is clean, hygienic and safe for proper use. You will work both in an unsupervised and team-based situation.

#### **HOURS REQUIRED:**

4 hours per day in the mornings Monday – Friday, term time only.

#### **KEY RESPONSIBILITIES:**

- Cleaning of designated bedroom, corridor, kitchen, bathroom and toilet areas each day.
- Ensuring a high standard of tidiness, hygiene and presentation.

#### ***Specific Tasks are outlined in the cleaning specifications, and will include:***

- Vacuuming and cleaning of carpets
- Wet mopping of hard floor areas
- Stripping back old polish, applying new polish, buffing etc
- Cleaning windows and glass areas
- Cleaning, disinfecting and scrubbing of toilet and urinal areas
- Cleaning, disinfecting and scrubbing of showers, walls etc as applicable
- Cleaning down kitchen sinks and surrounding areas (microwaves, fridges etc)
- Picking up rubbish, emptying rubbish bins etc

Other tasks will apply as per the cleaning specifications; however, you may be asked to perform other specific cleaning tasks each day depending on the needs of the Hostels.

#### **HEALTH AND SAFETY**

It shall be the responsibility of the employee to work safely so as not to endanger themselves, other employees or any equipment or property. Employees are also required to follow all safety policy and procedural instructions including the reporting of any hazards, accidents or injuries immediately to their supervisor. It is a condition of employment that safety equipment and clothing required by the employer to be worn or used by the employee must be worn or used and that safe working practices must be observed at all times. The parties recognise the need for safety in the workplace. The employee undertakes to make all reasonable efforts to use equipment in a proper manner and act safely at all times.

**Wages:** Based on the School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement, will be \$16.53 per hour

# NELSON COLLEGE

CONFIDENTIAL

To be completed personally by Applicant

## APPLICATION FOR EMPLOYMENT

**Note:** The completion of this form does not indicate that there is any obligation on the College to engage the applicant.

**Purpose:** This information is collected for the purpose of assessing your suitability for employment at Nelson College which may include subsequent changes in employment with the College.

**Please complete sections 1,4,5,6, 7 & 8.**

**Sections 2 & 3 need only be completed if they are not covered in your CV/Resume**

Position Applied For:

**PART TIME CLEANER, HOSTEL.**

**SECTION 1:**

NAME

Mr/Miss/Mrs/Ms .....  
( Surname or Family name) (First names)

Are you known by any other name(s)? .....

Give Details: .....

**CONTACT DETAILS**

Address: .....

Home Phone No: .....

Other No. (If Any): .....

EMAIL: .....

**LEGAL WORK STATUS**

Have you reached the current school leaving age? (delete one) Yes / No

Are you legally entitled to work in New Zealand? Yes / No

As:

A permanent resident Yes / No

A holder of a current work permit Yes / No

Expiry Date of Work Permit .....

**SECTION 2:**

**EDUCATION Including university, further education, etc where applicable**

Name of secondary school(s) attended: .....

Qualifications (School certificate, Sixth form certificate etc) – (Subjects):

.....  
.....  
.....

Other Qualifications: .....

.....  
.....

**QUALIFICATIONS**

Do you have any other qualifications/certificates/licenses/or attended any courses? (Give details).

.....  
.....  
.....

Please describe the skills you hold which are relevant to the position applied for (e.g. for a typist - typing speed, word processing capability, shorthand capability, etc).

.....  
.....  
.....

**SECTION 3:**

**EMPLOYMENT HISTORY**

**Present or Most Recent Employer**

**Note: We will only contact your current employer if your application is successful.**

Name: .....

Address: .....  
.....

Position Held: .....

Main Duties: .....  
.....  
.....

No of hours worked per week: ..... Length of service: .....

Reason for Leaving: .....

For the purposes of compliance with the Privacy Act 1993 do you consent to the College contacting your present/ most recent employer for the purposes of reference checking?

Yes / No

**Next Most Recent Employer**

Name: .....

Address: .....

.....

Position Held: .....

Main Duties: .....

.....

.....

No of hours worked per week: ..... Length of service: .....

Reason for Leaving: .....

.....

.....

Give details of any other job which may be relevant: .....

.....

Have you ever worked for the College or in the Education Sector before? Yes / No

If yes, where and when: .....

.....

Do you have secondary employment? Yes / No

If yes, please detail: .....

.....

**SECTION 4:**

**REFEREES** Give name, address and telephone numbers of at least two referees.

**Name Position Address Phone No.**

.....

.....

.....

If your application is successful when could you commence employment: .....

I ----- consent to the College seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the College for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the College is supplied in confidence as evaluative material and will not be disclosed to me.

**Signature:** ..... **Date:** .....

**SECTION 5:**

**OTHER INTERESTS**

What are your interests/hobbies/sports/clubs or community activities?

.....  
.....  
.....

**SECTION 6:**

**GENERAL**

Are you prepared to work overtime if required? Yes / No

Have you been convicted of a criminal offence? Yes / No

Have you been the subject of a Diversion ordered by the Courts? Yes / No

Are you awaiting the hearing of charges in a civil or criminal court of law? Yes / No

Are you prepared to handle all products, materials, or equipment used in the College? Yes / No

Do you have a current drivers licence? Yes / No

If yes, what class? . .....

Do you have any demerit points or endorsements? Yes / No

Do you have any cases pending? Yes / No

If yes, please detail: .....

Do you smoke? Yes / No

Do you have a spouse, partner, relative or household-member working here  
or elsewhere in the industry? Yes / No

If yes, who? .....

Where? .....

**SECTION 7:**

**MEDICAL**

Have you had an injury or medical condition caused by gradual process, disease or infection for example hearing loss, sensitivity to chemicals, repetitive strain injuries that may be aggravated or further contributed to by the tasks of this job.

Yes / No

If yes, please detail: .....

.....

Do you consent to the College retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with this College in the future?

Yes / No

**SECTION 8:**

**DECLARATION**

I, ----- (full name) declare that to the best of my knowledge the information provided in this application and in any resume enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection may result in my loss of entitlement for any compensation from ACC.

**Signed:** .....

**Date:** .....