



Application form

Core Worker Exemption

Last updated: March 2023

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 children's worker.

A core children's worker is defined in [section 23 of the Children's Act 2014](#) and includes a person who:

- is employed or engaged by state services or local authorities (including organisations they fund) to provide [regulated services](#)
- undertakes their work, without a parent or guardian of the child/ren being present
- has regular or overnight contact with children (this could be in person, via telephone or electronic medium)
- is the only children's worker present or has primary responsibility for, or authority over the child/ren.

The Children's Act 2014 defines work as being either paid work or unpaid work that is undertaken as part of an educational or vocational training course.

How to apply

To apply for a Core Worker Exemption please send this completed form and any supporting information to: ✉ Coreworkerexemption@tekahuikahu.govt.nz

If you wish to send the application by post, please contact us at the above email address for details.

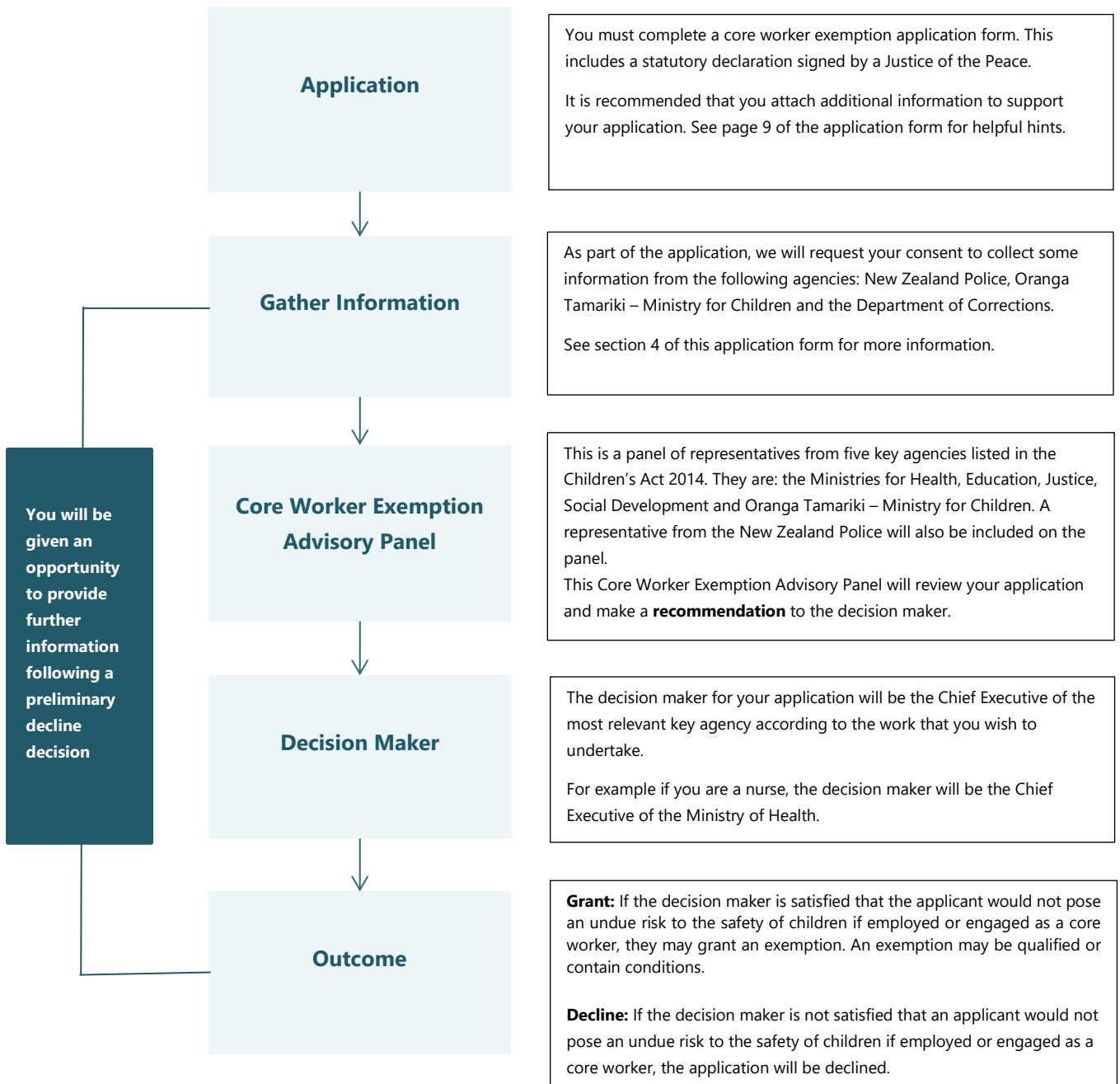
We are here to help

If you require support to complete your application, or have questions about the process and what to include, you can contact the Core Worker Exemption team via one of the following:

☎ 0800 462 511

✉ Coreworkerexemption@tekahuikahu.govt.nz

The Core Worker Exemption process



Right of Appeal

Preliminary decision to decline: If your application is declined the first time it is considered, this will be known as a preliminary decision and you will be given the opportunity to provide further information. The application will be reconsidered by the Core Worker Exemption panel and the decision maker.

Final decline decision: If your application is declined again this will be deemed as final. If you wish to review this decision you have a statutory right to appeal to the High Court of New Zealand.

For more information about the process, please phone 0800 462 511.

Section 1: Personal information

Personal details

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

Title:

Mr Mrs Miss Ms Other

First and middle names:

Surname or family name:

If you have been known by other names, write them below:

Date of birth:

Place of birth:

Gender:

Male Female Non-binary Decline to answer

Home address:

Flat/house no.

Street name

Suburb

Town/city

Postcode

Phone contact details:

Mobile:

Home:

Email address:

I agree to receive emails about my application from Te Kāhui Kāhu

Employment and training details

This information helps us to determine who will be the relevant decision maker for your application, and to understand the work, tertiary study, or vocational training that you do.

Tell us about your work or study status:

- I am currently employed or engaged as a core children's worker
- I am seeking employment or engagement as a core children's worker

Tell us about your role and where you are seeking employment:

Te Kāhui Kāhu may contact the following person (employer) to discuss my application:

Contact name

Contact number

Tell us about any tertiary study or vocational training you may be undertaking:

- I am currently enrolled or plan to enrol in tertiary study or vocational training
- I am not enrolled in any studies or training

If applicable, tell us about your course:

Course name

Tertiary provider

Tell us about any professional registration you have:

- I am registered, or intend to be registered, with a professional body
- I am not registered with a professional body

Professional registration body (for example, nursing, teaching or social worker registration boards)

Proof of identity

You must include signed copies of two forms of identification: one primary and one secondary. One of these must include a photograph. This is so we can confirm your identity.

Include one form of identification from each of the following lists:

Primary ID

- NZ or overseas passport
- Full NZ birth certificate, issued after 1998
- NZ refugee travel document
- NZ emergency travel document
- NZ firearms licence
- NZ certificate of citizenship
- NZ certificate of identity

Secondary ID

- NZ driver licence
- Full NZ birth certificate, issued before 1998
- NZ teacher registration certificate
- NZ student photo ID card
- NZ electoral roll record
- Inland Revenue Number
- 18+ card
- Community services card
- NZ employee photo ID
- NZ SuperGold card
- International driving permit
- Steps to freedom card

If you cannot provide two forms of identification from the above lists, you must complete a proof of identify form and include it with your application.

[Section 2: Convictions and exemption history >](#)

Section 2: Convictions and exemption history

History of convictions

Here you will provide details of your specified offences. If 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 [here](#).

For a list of specified offences, refer to [Schedule 2 of the Children's Act 2014](#).

Tell us about your specified offences:

<input type="text"/>	<input type="text"/>
Specified offence 1	Date of conviction
<input type="text"/>	<input type="text"/>
Sentence that was imposed	Date sentence ended

Tell us about any conditions you are, or were, subject to under the [Parole Act 2002](#), the [Criminal Justice Act 1985](#) or the [Sentencing Act 2002](#):

<input type="text"/>	<input type="text"/>
Specified offence 2	Date of conviction
<input type="text"/>	<input type="text"/>
Sentence that was imposed	Date sentence ended

Tell us about any conditions you are, or were, subject to under the [Parole Act 2002](#), the [Criminal Justice Act 1985](#) or the [Sentencing Act 2002](#):

Exemption history

It is important for us to understand whether you have applied for an exemption previously.

Have you previously applied for a core worker exemption?

Yes No

If you selected Yes, provide details:

<input type="text"/>	<input type="text"/>
Application number	Outcome

Section 3: Statutory declaration

This section must be completed and signed in front of a Justice of the Peace, solicitor or person authorised to take a statutory declaration. This is a requirement outlined in [section 36](#) of the Children's Act 2014.

I, of

and by occupation, solemnly declare that:

- I know I am subject to the Children's Act 2014 workforce restriction as I have been convicted of a specified offence, or offences
- I am applying for a core worker exemption regarding the specific offence, or offences, I outlined in [Section 2: Convictions and exemption history](#) of this application form
- the information included on this form is accurate and correct, to the best of my knowledge
- the additional information I have included with this application is accurate and correct, to the best of my knowledge
- I make this declaration in good conscience, believing the same to be true by virtue of the [Oaths and Declarations Act 1957](#).

Applicant signature

Date

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

Declared at:

Name of witness:

Witness signature:

Date:

[Section 4: Information gathering >](#)

Section 4: Information gathering

Consent to disclose information

By noting your consent below, Te Kāhui Kāhu will collect information from the agencies listed in this section. The information 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.

New Zealand Police—Ngā Pirihimana o Aotearoa

I authorise the New Zealand Police, Ngā Pirihimana o Aotearoa to provide Te Kāhui Kāhu with all information relating to my specified offence, or offences, listed in Section 2 and anything else they may deem to be relevant.

Yes No

Department of Corrections—Ara Poutama Aotearoa

I authorise the Department of Corrections, Ara Poutama Aotearoa to provide Te Kāhui Kāhu with sentencing and rehabilitation information and reports relevant to my application and relating to my specified offence, or offences, as detailed.

Yes No

Oranga Tamariki—Ministry for Children

I authorise Oranga Tamariki, Ministry for Children, to provide Te Kāhui Kāhu with any information it holds about me which may be relevant to the care and/or protection of children.

Yes No

Additional information

It is important to provide as much information as possible. This will ensure the panel of representatives and the decision maker have a good understanding of your circumstances. If you require assistance with your application and additional information, please contact the Core Worker Exemption team.

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

- **Cover letter** —Outline why you think you should be considered for a core worker exemption. When did your offending occur? What happened at the time? Have you completed rehabilitation? What did you learn from these? What changes have you made? A cover letter can be provided in written format or given verbally to the Core Worker Exemption Advisor assigned to your application.
- **Employer reference**—This reference indicates that your employer is aware of your offending. It should also explain any support or risk management structures that are in place. References can be provided in written format or given verbally by phoning 0800 462 511.
- **Personal references**—These attest to your character. They should be from a range of people who knew you during the time of your offending and more recently. References can be provided in written format or given verbally by phoning 0800 462 511.
- **Information from professional bodies**—These include reports from professional bodies, or disciplinary tribunals (such as an education council) if you have been before them.
- **Evidence of rehabilitation**—Letters, certificates or reports from rehabilitation programmes, including alcohol and other drug programmes or psychologist/counsellor reports.
- **Sentencing notes**—These can be requested from the court where you were sentenced.
- **Other supporting information**—Any other information you believe may be relevant to your application. This could include certificates from study or courses, or evidence of volunteer work you have completed.

Section 5: Privacy and consent

By signing this document, you understand and agree to the following:

- The information I include with my application will be provided to Te Kāhui Kāhu, including the core worker exemption team, core worker exemption advisory panel and decision maker.
- This information is collected in accordance with the principles of the [Privacy Act 2020](#).
- Te Kāhui Kāhu, the core worker exemption advisory panel and the decision maker will use this information to assess my application for an exemption under the [Children's Act 2014](#).
- Any information disclosed by the New Zealand Police—Ngā Pirihimana o Aotearoa, Oranga Tamariki—Ministry for Children, and the Department of Corrections—Ara Poutama Aotearoa, is allowable under [Information privacy principle 11\(1\)\(c\) of the Privacy Act 2020](#), as I have authorised on [page 8](#) of this application form that disclosure.
- If I have not consented to the collection of information from the New Zealand Police—Ngā Pirihimana o Aotearoa, Oranga Tamariki—Ministry for Children, or the Department of Corrections—Ara Poutama Aotearoa, Te Kāhui Kāhu will not receive any information from those agencies. I am aware that the core worker exemption advisory panel and the decision maker may need the above-mentioned information to assess my core worker exemption application.
- I have the right to ask for access to the information collected and used to assess my application. I can email coreworkerexemption@tekahuikahu.govt.nz to request the information held about me by Te Kāhui Kāhu.
- Te Kāhui Kāhu can disclose to the New Zealand Police and specified organisations under the Children's Act who employ or engage me as a core children's worker information about:
 - whether I have applied or a core worker exemption,
 - the outcome of my core worker exemption application,
 - any conditions imposed on my core worker exemption; and
 - whether my core worker exemption has been suspended or revoked.
- To monitor compliance under the Children's Act 2014, the New Zealand Police—Ngā Pirihimana o Aotearoa can disclose information to Te Kāhui Kāhu about whether I have been charged with or convicted of a further specified offence.
- Te Kāhui Kāhu can disclose information about my exemption status to my potential employer with my consent. This consent will be given on an employer verification form.



Signature



Date

[Section 6: NZ police vetting consent >](#)

Section 6: NZ Police vetting consent

Consent to release information

1. 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, discharged without conviction, diverted or withdrawn
 - **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
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a) Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b) Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers).
 - c) 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.

3. 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.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. 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.
6. 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.
7. 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 7: Checklist

Application completion checklist

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

Necessary documents and actions

Have you completed these actions?

- Included copies of two forms of identification
- Completed and initialled each page of the application form
- Signed the statutory declaration with a Justice of the Peace or other official witness (Page 7)

Recommended documents

Have you included the following recommended documents?

- Covering letter
- Employer references
- Personal references
- Evidence of rehabilitation
- Sentencing notes
- Information from professional bodies
- Any other relevant information you would like considered

Section 8: Submit your application

When you have completed your application, you can send it to:

Email: Coreworkerexemption@tekahuikahu.govt.nz

Post: Te Kāhui Kāhu Core Worker Exemption Team, PO Box 1556, Wellington 6140