

JOB DESCRIPTION
OXFORD COMMUNITY TRUST
Waimak Kids O.S.C.A.R
Programme Supervisor

Location:

Office: Oxford Community Trust, 37 Main St., Oxford.
Site: Oxford Scout Den, Show gate Drive

Mission Statement:

Oxford Community Trust is responsive to emotional, physical, financial and social needs at both individual and societal levels within Oxford and districts.

Key Tasks:

The Supervisor will:-

- Assist the coordinator at Oscar Holiday Programmes run by the OCT
- Be available to work during the Holiday Programmes
- Participate if required at OCT team meetings
- Be available to run the programme if required in the absence of the Coordinator
- Be aware of the need for supervision and the updating of skills as required.

Working Conditions:

- Hours – up to 40 per week on Holiday Programme
- Supervision with the Coordinator is to be taken as required.
- Holidays and leave arrangements within the statutory requirements.
- The management committee provides back up support and meets regularly with the co-ordinator you are welcome to also meet with the committee at any monthly meeting.

Performance Appraisal:

Performance appraisals will be conducted 6 Monthly, generally in September and will involve input from the worker, their supervisor (if requested), the chairperson and one other member of the Trust.

Ideal Person Specification:

The ability to act independently.

Communication skills both written and oral.

Holder of a full clean driver's licence.

The ability to establish a rapport in a non-judgemental way with people.

Hold a current First Aid Certificate.

Full Drivers Licence

Child Protection training

Rapport with children

Able to have Fun

NB. Police checks will be undertaken for all employees.

APPLICATION FOR EMPLOYMENT

Purpose

The following information is collected for the purpose of assessing your suitability for employment at Oxford Community Trust (**"the Trust"**). The completion of this form does not indicate that there is any obligation on the Trust.

To be completed personally by the applicant (*please print clearly*) and returned with a current curriculum vitae and covering letter to: Attention: Manager, Oxford Community Trust, 37 Main Street, Oxford, 7430.

Position

What role are you applying for?

Personal Information

First Name:

Surname Name:

Preferred Name:

Address:

Home Phone:

Mobile:

Email:

Are you known by, or have you used any other names?

YES

NO

I am a NZ Citizen

I am a permanent Resident

I hold a current work permit

What evidence can you provide to show that you are legally entitled to work in New Zealand?

e.g. Passport, Drivers License etc

What languages do you speak / sign?

If your application is successful when can you start work?

Briefly state your reasons for seeking this position.

Drivers License Details

Do you have a current drivers licence? YES NO

NOTE: *If you are successful in getting an interview, we can take a photocopy of your licence then.*

Your name as it appears on your drivers licence

Licence Number Class (e.g. car, motorcycle, etc)

Category Full Restricted Learners

Do you have any demerit points or endorsements on any of your licenses? YES NO
If Yes, please detail:

Do you have any traffic cased pending? If Yes, please detail: YES NO

NOTE: If you are the successful applicant, a security police check will be required.

Employment, Education & Qualifications

Please ensure you attach an up to date Resume which details your work history, education and qualifications. Include copies of any qualifications / certificates you have to support your application.

EDUCATION

List your main qualifications and any other education or courses you are currently completing. If you are successful, you will be required to produce original certificates.

1.	
2.	
3.	

Are you currently studying or planning to study for any qualification that may be relevant to the job you are applying for? If Yes, please detail:

YES

NO

EMPLOYMENT HISTORY

Start with present employer, then list previous employers in date order.

#	EMPLOYER	POSITION	PERIOD	REASON FOR LEAVING
1				
2				
3				
4				
5				
6				

Referees

Please provide at least two referees from your most recent employers.

Referee One

Name	
Position	
Company	
How long did you work for / with this person?	
Relationship to Referee	
Contact Phone Numbers	

Referee Two

Name	
Position	
Company	
How long did you work for / with this person?	
Relationship to Referee	
Contact Phone Numbers	

I consent to the Trust seeking verbal information about me from representatives of my previous employers and /or referees and I authorise the information sought to be released.

YES / NO

If Yes, Signature: _____

DATE: ___/___/___

Medical

These questions are asked for the purpose of allowing the employer to identify any possible hazards in providing a safe place of work as required by the Health and Safety in Employment Act.

Are you able to meet the physical requirements for the job as outlined in the job description? If no, please state any previous injury or illness you have suffered that may affect your ability to effectively carry out the functions and physical requirements as outlined in the job description.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<hr/> <hr/> <hr/>		

Do you agree to undergo a medical examination if required? YES NO

Do you suffer from any allergies which would affect your work? If Yes, please explain:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<hr/> <hr/> <hr/>		

Have you had an injury or medical condition caused by gradual process, disease or infection arising out of work that may be aggravated or further contributed to by the tasks of this job? If Yes, provide details:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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General Information

Have you previously worked for the Trust, including any of the services it oversees? If Yes, what service and when?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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NOTE: If you are the successful applicant, a security police check will be required.

For the purpose of reporting relationships, do you have a spouse, partner, relative or household member working for the Oxford Community Trust, including any of the services it oversees? If Yes, who and what service? YES NO

Do you have other employment? If Yes, please provide details: YES NO

Subject to the provisions of CR (CS) Act 2004, have you ever been convicted for any offence against the law, or do you have any criminal charges pending (apart from minor parking matters)? If Yes, please provide details: YES NO

Are you prepared to work flexible hours? YES NO

Declaration

I _____ (*full name*), declare that to the best of my knowledge the answers in this application are correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted for employment, 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 can result in my loss of entitlement for any compensation for ACC. I further understand that any offer of employment made is conditional on my obtaining a full medical clearance and / or Police Vetting Certificate if requested by the Oxford Community Trust.

SIGNED: _____

DATE: ___/___/___