

**Staff and Volunteer Recruitment Information Sheet**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

IRD number: \_\_\_\_\_

Bank account number: \_\_\_\_\_

Any additional relevant information: \_\_\_\_\_

Starting date: \_\_\_\_\_

Finishing date: \_\_\_\_\_

<p><b>Staff Declaration</b></p> <p>I have read, understood and agree to all of the school holiday programme policies and procedures.          I declare that I do not have a criminal conviction or a pending charge against me.</p> <p>Signature: _____ Date: _____</p>
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**Recruitment Checklist**

- |   |                          |
|---|--------------------------|
| Application on file   | <input type="checkbox"/> |
| Reference check completed   | <input type="checkbox"/> |
| Tax forms completed   | <input type="checkbox"/> |
| Received programme's policies   | <input type="checkbox"/> |
| Attended orientation training   | <input type="checkbox"/> |
| Received job description  | <input type="checkbox"/> |
| Contract signed   | <input type="checkbox"/> |
| Recent personal information report from the Wanganui Computer Centre sighted. | <input type="checkbox"/> |