



## The Application Process

An application checklist is included on Page 2.

Please ensure you have:

- Checked the 'Further Information sheet' for updated information;
- Completed all required sections on the application form;
- Completed the section on the Police Vet form stating '**to be completed by individual authorising release of personal information.**' The Police Vet form is to be **submitted to the College** with your application to:

**The Director**  
**Rangi Ruru Early Childhood College**  
**59 Hewitts Road**  
**Merivale**  
**Christchurch 8014**

### Processing of applications

1. Applications are processed once the completed confidential referee forms are received by the College. Referees are advised to return the completed form within 10 days of receiving the form sent by the College.
2. Applications are acknowledged in writing and any additional required information to complete the application is requested in the acknowledgement letter. Any additional required information (eg documents) must be provided to enable an application to be processed.
3. Applicants are short-listed for interview and contacted by phone to arrange an interview. Applicants living outside the Canterbury region and who cannot travel to the College for an interview are able to complete a visual interview by SKYPE.
4. Applicants are advised in writing of the outcome of their application, usually within a 4-5 week period. Successful applicants are sent enrolment and fees information with offers of place letters.
5. Prior to course commencement, further pre-course information (including timetables) is mailed.

### Study Link

Applicants are advised to check their entitlements for student loans and allowances from Studylink prior to applying. Website: [www.studylink.govt.nz](http://www.studylink.govt.nz)

**Please turn over for checklist**

## Application Checklist

- Each section of the application form is completed.  
Declaration and liability on application form **SIGNED AND DATED**.

**Please ensure that the following information is included with your application:**

**Note: \*Original sighted, copy signed by authorised person (please see Page 3).**

- \*Certified copy of birth certificate or current passport.
- \*Certified copy of Citizenship/permanent residency status (if not born in New Zealand).
- \*Certified copy of Marriage certificate or legal verification of change – (if applicable).
- \*Certified copies of **original academic transcripts** (ie NCEA qualification and achievement summaries) ie listing all grades, as well as certificates awarded. You may need to contact NZQA for a full academic record for each NCEA level awarded.
- Personal statement (**signed**).
- The names, addresses and contact details of two confidential referees. (For school leavers, one referee must be provided from your school).
- A written character reference submitted with your application (i.e. additional and different to your named confidential referees).
- \*Certified copy of official court record (if you have been convicted of an offence against the law).
- Police Consent to Disclosure form (**complete the lower half only, not the top section**).
- In addition to the required passport size photograph, please include one additional small photograph clipped to your application.

**Note: If required documents are not included with your application there will be a delay in processing your application.**

International students should contact Jenny Walker on 0064 3 983 3761 or [j.walker@rangiruru.ac.nz](mailto:j.walker@rangiruru.ac.nz) regarding additional enrolment requirements prior to completing the application form.

\*Oaths and Declarations Act 1957

### **Declarations made in New Zealand**

1. A declaration made in New Zealand must be made before:
  - (a) a person enrolled as a barrister and solicitor of the High Court; or
  - (b) a Justice of the Peace; or
  - (c) a Notary Public; or
  - (d) the Registrar or a Deputy Registrar of the Supreme Court; or
  - (e) the Registrar or a Deputy Registrar of the Court of Appeal; or
  - (f) a Registrar or Deputy Registrar of the High Court or a District Court; or
  - (g) some other person authorised by law to administer an oath; or
  - (h) a member of Parliament; or
  - (i) a person who -
    - i. is a fellow of the body (incorporated under the Incorporated Societies Act 1908) that immediately before the commencement of the **Oaths and Declarations Amendment Act 2001**, was called the New Zealand Institute of Legal Executives; and
    - ii is acting in the employment of the holder of a practising certificate as a barrister and solicitor of the High Court; or
  - (j) an employee of Land Transport New Zealand, authorised for that purpose (by name, or as the holder for the time being of a specified office or title) by the Minister of Justice by notice in the Gazette; or
  - (k) an employee of Public Trust constituted under the Public Trust Act 2001, authorised for that purpose (by name, or as the holder for the time being of a specified office or title) by the Minister of Justice by notice in the Gazette; or
  - (l) an officer in the service of the Crown, or of a local authority within the meaning of the **Local Government Act 2002**, authorised for that purpose (by name, or as the holder for the time being of a specified office or title) by the Minister of Justice by notice in the Gazette.
2. Despite subsection (1), if a Te Reo Māori equivalent of the declaration prescribed in Schedule 1 is prescribed by regulations made under section 30A, using that Te Reo Māori equivalent has the same effect as using the declaration prescribed in Schedule 1.