



## Convictions against the law

When students apply to sit the State Examination at the end of the New Zealand Diploma in Enrolled Nursing programme they are required to make a declaration about whether they have ever been convicted of any offence against the law. It is our policy to alert applicants to this requirement and to ask them to make a similar declaration when they first apply.

This information is sought so that potential problems regarding registration as a nurse and access to clinical experiences may be discussed with applicants before their application is processed. It may be used as part of the selection process. This will be discussed with you at an interview.

As all accepted applicants are police vetted through the enrolment process, it is important that this initial declaration is correct. If an applicant provides information that is provided to be false/misleading, the application/enrolment may be declined/withdrawn. When accepted onto the programme you will be asked to complete and return a NZ Police Vetting Request and Consent form before or at your orientation.

Your consent to disclosure will be entered by Ara onto the NZ Police Licensing and Vetting Service, database and returned in confidence to the Head of Department or delegated authority.

Information on the Police Vetting Service is available from: [police.govt.nz/service/vetting](https://police.govt.nz/service/vetting)

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?

Yes No If **YES**, please give details.

I hereby declare that the information I have given above is true and correct; no information which could have a material bearing on my registration as a registered nurse has been withheld; I understand that making a false declaration is an offence under the Crimes Act 1961.

I agree to notify the Department of Health Practice if there is any change to my situation during the duration of the New Zealand Diploma in Enrolled Nursing programme.

Full name:

Signed:

Dated:

## If selected for the programme

If you are selected for this programme, the following forms will be sent along with your enrolment pack:

- 3rd Party Form (for Police Vetting Authority)
- Police Vetting Form
- You will also need to have a First Aid Certificate (minimum 8hrs); proof of this is required before your enrolment onto the programme can be completed.
- Health Questionnaire - This needs to be completed by a GP/Health Provider at your expense and returned to Ara by the start of the programme.

## Application checklist - I have attached:

An Admission & Enrolment Form (or I have applied online)

Evidence of how I meet the Academic Entry Requirements

- If you are currently studying, please note which qualification and the provider.

Evidence of my English Language Requirement (if applicable)

Two of the following:

verified copy of my birth certificate, driver's licence, New Zealand passport or overseas passport with residency status

A personal statement (see page 1)

**TWO** referee report forms (one personal report, not a friend or relative and one from my high school or most recent employer)

[\(download Referee Report 1\)](#) [\(download Referee Report 2\)](#)