Te Kāhui Kāhu

New Zealand Government
Te Kāwanatanga o Aotearoa

# Application form

## Core Worker Exemption

**Last updated:** November 2026

## 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




**Application**

You must complete a core worker exemption application form. This includes a statutory declaration signed by a Justice of the Peace.

It is recommended that you attach additional information to support your application. See page 9 of the application form for helpful hints.

**Gather Information**

As part of the application, we will request your consent to collect some information from the following agencies: New Zealand Police, Oranga Tamariki – Ministry for Children and the Department of Corrections.

See section 4 of this application form for more information.

**Core Worker Exemption Advisory Panel**

This is a panel of representatives from five key agencies listed in the Children's Act 2014. They are: the Ministries for Health, Education, Justice, Social Development and Oranga Tamariki – Ministry for Children. A representative from the New Zealand Police will also be included on the panel.
This Core Worker Exemption Advisory Panel will review your application and make a **recommendation** to the decision maker.

**Decision Maker**

The decision maker for your application will be the Chief Executive of the most relevant key agency according to the work that you wish to undertake.

For example if you are a nurse, the decision maker will be the Chief Executive of the Ministry of Health.

**Outcome**

**Grant:** If the decision maker is satisfied that the applicant would not pose an undue risk to the safety of children if employed or engaged as a core worker, they may grant an exemption. An exemption may be qualified or contain conditions.

**Decline:** If the decision maker is not satisfied that an applicant would not pose an undue risk to the safety of children if employed or engaged as a core worker, the application will be declined.

**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 | • NZ firearms licence |
| • Full NZ birth certificate, issued after 1998 | • NZ certificate of citizenship |
| • NZ refugee travel document | • NZ certificate of identity |
| • NZ emergency travel document | |

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

## 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:

**Specified offence 1**

Date of conviction

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:

**Specified offence 2**

Date of conviction

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:

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, First and last name of Full address

and Occupation 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

**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

**Consent to NZ Police Vet part 1**

This page is required by NZ Police Vetting. It outlines what information may be shared with your consent.

*Police Vetting Service*

## *Request and Consent Form*

NEW ZEALAND POLICE
Ngā Pirihimana o Aotearoa

***Section 2*** ***Vetting subject to complete*** *- and return to the agency*

*This form refers to the Policing (Police Vetting) Amendment Bill ("Vetting Bill"), which is expected to amend the Policing Act 2008.*

### 2.1 Information about your consent

- *The purpose of this form is to allow the New Zealand Police Vetting Service to* confirm who you are using Police records, carry out a Police vet, and obtain your consent to share any relevant information with the agency that requested the vet.
- *What you are consenting to.* You are agreeing that the Police Vetting Service can share relevant information they hold about you (if any) with the requesting agency. This information will be used to help the agency decide whether you are suitable for the role they are considering you for or that you are engaged in.
- The information that may be shared is outlined in *section 2.2* of this form. For further details, you should refer to the Vetting Bill or visit the Police vetting website.
- You are also agreeing that the organisation that employs or engages you may provide information about your employment/engagement status to Police Vetting Service. See *section 2.2(2)* of this form.
- *Who collects your consent.* The agency requesting the Police vet will collect your signed consent.
- *Your rights under the Privacy Act 2020 include:* you may request a copy of the Police vet report provided to the agency by contacting the agency. You can withdraw your consent to a Police vet at any time before the vetting process is complete by contacting the agency. The agency may keep the Police vet only for as long as required for vetting purposes.
- *How long the information is valid for.* The information in the Police vet is correct only at the time it is shared. It is up to the agency to decide how often they ask for updated vetting.

### 2.2 Information about you that may be shared

1. **A Police vet will include the following information, if held by New Zealand Police.** *Please refer to the Police vetting website for more information regarding the Clean Slate Scheme, what may be released, and the vetting process.*

   **Either:**

   a. A result indicating that no information is held or relevant to the purpose of the vetting request,

   **Or, one or both of:**

   b. The vetting subject's criminal record (if any), unless the Clean Slate Scheme applies.

   c. A summary of other information that is readily retrievable, relevant to the purpose of the vetting request, and deemed accurate.

   **This may include** pending charges, charges without conviction, youth court charges, infringement offences, demerit points, arrest warrants, involvement in family violence, overseas convictions, police investigations without charges, interactions with Police, and other information held by Police.

   Information may also be released where it is subject to a suppression order or statutory prohibition, involves offences by individuals under 18, or relates to mental health or substance abuse issues.

2. If you had been vetted as a Children's Worker, and you continue to hold that role, the Police Vetting Service may release any newly obtained relevant information to the requesting agency at any time.

   The Police Vetting Service will take reasonable steps to:

   a. confirm that you are still employed or engaged as a Children's Worker – For this purpose, you consent to the requesting agency providing the Police Vetting Service with confirmation of your employment or engagement status in this role.
   b. notify you before any information is disclosed.

3. Information provided in this consent form may be used to update New Zealand Police records.

### Consent to NZ Police Vet part 2

This consent form is required by NZ Police Vetting. By noting your consent below, Te Kāhui Kāhu will collect information from NZ Police Vetting Service. 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.

*Police Vetting Service*

## *Request and Consent Form*

NEW ZEALAND POLICE
Ngā Pirihimana o Aotearoa

| 2.3 Personal information | | | * *Mandatory field* |
|---|---|---|---|
| Family/last name * *(that you are most commonly known by)* | | | |
| Given/first and middle name(s) * | | | |
| Gender * | | Date of birth * (dd/mm/yyyy) *(must be 14 years of age or over)* | |
| Place of birth (Town/City/State) | | | |
| Country of birth * | | | |
| NZ Driver Licence number | | | |
| Name of parent or guardian *(if vetting subject is 14 or 15 years old *)* | | | |

**2.4 Other names**

*Please include all other names you are or have been known by. Including, but not limited to: previous legal names (eg. maiden names, or due to divorce or adoption), aliases used, name changes by deed poll. Include ALL names - first, middle and last.*

| Family name | First name | Middle names |
|---|---|---|
| | | |
| | | |
| | | |

**2.5 Permanent residential address** * *Mandatory field*

| | | | |
|---|---|---|---|
| Flat/number - and street name * | | | |
| Suburb | | Postcode | |
| Town/City * | | | |

**Authorisation of vetting subject.** By signing this form:

- ✓ I confirm that the information I have provided in this form is about me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to this application (as described above) to the agency making this request.

| | | | |
|---|---|---|---|
| Full name: | | Date: (dd/mm/yyyy) | |
| Signature: | | Or electronic signature: * | ☐ |

If you are 14 or 15 years of age (as at the date of the application) please provide consent from a parent or guardian.

| | | | |
|---|---|---|---|
| Parent/Guardian's full name: | | Date: (dd/mm/yyyy) | |
| Parent/Guardian's signature: | | Or electronic signature: * | ☐ |

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.

# 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