



Application Form to be a  
**Homestay Caregiver**  
 for students studying at  
 Rangiora New Life School

**APPLICANT NAME:**

**HOME CONTACT DETAILS**

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ - suburb  
 \_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
 HOME FAX: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_

**HOMESTAY CAREGIVER DETAILS**

NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 OCCUPATION: \_\_\_\_\_ Nationality \_\_\_\_\_  
 WORK PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 OCCUPATION: \_\_\_\_\_ Nationality \_\_\_\_\_  
 WORK PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

**OTHERS IN HOUSEHOLD**

NAME	AGE	M/F	INTERESTS	SCHOOL (if applicable)

Please give details of any **pets** in your home

Please give details of your household or family **interests / hobbies**

Please indicate any **religious affiliations** your household has. It is important that homestay caregivers support the Special Character of the school.

Does anyone in your household have any specific **eating** requirements?

Can you cater for the following diets: Vegetarian Y / N      Diabetic Y / N

Please disclose any health conditions that may affect your ability to care for a student or that an International student should be aware of. E.g. Hepatitis C, H.I.V.

Are you a **smoking** or non-smoking household?

SMOKING      /      NON-SMOKING

What languages are spoken by occupants of your home?

Below are the minimum requirements expected in a homestay

- |  |   |
|--|---|
| <input type="checkbox"/> Private Bedroom   | <input type="checkbox"/> Wardrobe, Chest of drawers and other appropriate bedroom furniture |
| <input type="checkbox"/> Study desk and chair with adequate lighting                           | <input type="checkbox"/> Standard bed with linen and blankets or duvet                      |
| <input type="checkbox"/> Heating appliance   | <input type="checkbox"/> Laundry available, bathroom and toilet facilities                  |
| <input type="checkbox"/> Provisions for emergency situations. E.g. Smoke Alarms, First Aid Kit | <input type="checkbox"/> Access to a telephone  |

Transportation

How would the student get to and from school? \_\_\_\_\_

Are you on the Rangiora bus route? Y / N      Are you on the Kaiapoi bus route? Y / N

Briefly outline why you wish to be a homestay caregiver for international students of Rangiora New Life School. Indicate any previous experience with International students.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Continue on separate sheet if you wish)

**Are you prepared to host:**

A male student      Y / N                                      A female student      Y / N

Short term stay      Y / N                                      Long term stay      Y / N

**PLEASE GIVE DETAILS OF 2 CHARACTER REFEREES**

(One will need to fill in the enclosed Referee Form. This is to be sent to Rangiora New Life School using the attached self-addressed envelope. The other Referee will be contacted by phone).

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

**NAME OF REFEREE WHO WILL COMPLETE THE ENCLOSED REFEREE FORM:** \_\_\_\_\_

**All occupants** who are aged **18 or over** will need to complete a *Consent to Disclosure of Information* form – one per person please. A Police Vet is now compulsory for all Homestay Caregivers and others living with them. You must submit a new Consent to Disclosure of Information form when there is a change of circumstances e.g. a new criminal conviction or a change in the composition of the household.

Rangiora New Life School works with a number of sub-contracted guardians and Homestay Providers. The school produces a list of current Homestay Caregivers that is made available to our sub-contracted guardians. By signing this form you agree to the information included on this application form being made available to them.

If you are planning to have more than three or more fee-paying boarders in your home at one time, then you are required to pay tax to the IRD. More information can be obtained by asking the IRD to send you the booklet entitled *Rental Income* (IR264). This tax is your responsibility and not that of Rangiora New Life School.

PLEASE COMMENT ON ANYTHING ELSE THAT YOU MAY CONSIDER RELEVANT TO THIS APPLICATION

#### DECLARATION

I understand that making a false statement is an offence under the Crimes Act 1961.

Pursuant to Principle 11(d) of the Privacy Act 1993 I agree to the disclosure and use of the information on this form by Rangiora New Life School to authorised bodies in response to requests under statutory authority.

I hereby declare that the information I have given above is true and correct. No information which could have a material bearing on my application to host an international student has been withheld. I understand that under the Privacy Act 1993 I have the right to have access to all personal information held by Rangiora New Life School about me and I also have the right to ask the School to correct any information which is inaccurate. I have an obligation to advise the School if/when any of the personal information I have provided changes.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Home Stay Mother / Father / Other (Please specify )

**The Application Process is summarised below:**

1. Rangiora New Life School will be informed of the interest of a potential Homestay Caregiver.
2. An *Application Pack to be a Homestay Caregiver for students enrolling at Rangiora New Life School* will be sent out.
3. When the Homestay Manager has received the completed *Application Form* and signed Terms and Condition Agreement they will organize to phone a referee/s and submit the *Police Vet Forms*.
4. Favourable referee reports and police vet. If unfavourable the school will send a decline letter.
5. Homestay Manager will contact approved Homestay Providers and make a time for an appointment to conduct a homestay assessment.
6. Homestay Provider goes through the following procedure:
  - a. Check the facilities as mentioned in the original application.
  - b. Takes a photo of the home and bedroom.
  - c. Takes a checklist of other aspects of the home.
  - d. Talks about our expectations especially in relation to special character..
  - e. Answers questions.
  - f. Asks Caregiver to sign the *Contract to Provide Homestay Care*.
  - g. Discuss the arrival of the student.
  - h. Organizes dates for the next visit.

The above process assumes an acceptable standard at each stage before progressing to the next stage. An approved application does not guarantee that a student will be placed with the Homestay – it is important to get an appropriate match between students and homestays. Also, at some times, there may be surplus homestays in the programme at that time.