



Application for employment

Junior School Team Leader | Batten syndicate | Year 0 or Year 1

Permanent full time position with 2 permanent management units and 0.2 FTE leadership release. Start date: 2 February 2027. Applications close Friday 6 November 2026 at 3:00pm.

Return this form with your covering letter, CV and responses to the four prompts in the application pack to Justin Bertrand (Principal/Tumuaki), admin@cambridgeprimary.co.nz. Complete electronically in Word or print clearly. Add labelled continuation pages if needed. Read the privacy notice and sign page 5.

Applicant details

Full legal name

Preferred name and pronunciation if you wish

Email address and daytime telephone number

Postal address

Eligibility and availability

Do you currently have the legal right to work in New Zealand? Yes ☐ No ☐

If time limited or conditional, state visa type, expiry and relevant work conditions below. Do not include passport or visa document numbers.

Work eligibility details or steps needed before the start date

Can you commence on 2 February 2027? Yes ☐ No ☐

If no, give your earliest available date and notice period

Identity and work eligibility evidence will be requested securely when required. Do not email identity documents, bank details, IRD numbers or medical records with this application.

Teaching and work history

Applicant name _____

Teaching credentials

Teaching Council registration number and practising certificate type

Practising certificate expiry date and any relevant conditions or renewal status

Teaching qualifications and awarding institutions or CV page reference

Please include relevant junior teaching, BSLA, structured literacy, numeracy and leadership professional learning in your CV.

Chronological work history

Provide at least the preceding five years, most recent first. Include employer, role and dates. Explain gaps briefly, for example study, caregiving, travel or job seeking; personal detail is not required. You may refer to your CV if it contains the complete information.

My complete five-year history is in my CV on pages _____ []

Or complete the table and add a continuation page if required.

From and to Month and year	Employer and country	Role and main responsibilities

Brief explanation of gaps or additional history

Overseas residence and work

Have you lived or worked outside New Zealand since age 18? Yes [] No []

If yes, list countries and dates, including separate periods. The school will use this to identify any further safety checks needed. Attach a continuation page if required.

Country and dates or attached page reference

Professional referees

Applicant name _____

Nominate three professional referees who can comment on your teaching, leadership and suitability to work with children. Include your current or most recent principal or professional leader where appropriate. Referees must not be relatives or members of your extended family. Tell your referees you have nominated them.

Referee 1

Detail	Applicant response
Name	
Position and organisation	
Email and telephone	
Relationship and period worked together	

May we contact this referee after advising you? Yes []

Please contact me to agree timing first []

Referee 2

Detail	Applicant response
Name	
Position and organisation	
Email and telephone	
Relationship and period worked together	

May we contact this referee after advising you? Yes []

Please contact me to agree timing first []

Referee 3

Detail	Applicant response
Name	
Position and organisation	
Email and telephone	
Relationship and period worked together	

May we contact this referee after advising you? Yes []

Please contact me to agree timing first []

Any restrictions on referee contact or reason a current professional leader is not nominated

We will confirm contact arrangements with you before approaching referees. We will seek your express permission before contacting anyone you have not nominated. Nomination does not authorise an unrestricted enquiry into your personal life.

Professional suitability

Applicant name _____

These questions relate to safe teaching and professional responsibilities. A Yes response will be considered fairly in context and does not automatically exclude you. If an answer requires sensitive detail, tick Confidential discussion and arrange this directly with Justin Bertrand; do not put sensitive information in a general email subject line.

Professional status

Are you subject to any current teaching prohibition, suspension, restriction or condition, in New Zealand or overseas, relevant to this role?

Yes ☐ No ☐ Confidential discussion ☐

Relevant details or indicate that a confidential discussion has been requested

Are you currently involved in an unresolved professional disciplinary process concerning child safety or professional conduct relevant to this role?

Yes ☐ No ☐ Confidential discussion ☐

Relevant details or confidential discussion request

Criminal convictions and child safety

Have you been convicted of an offence in New Zealand that you are legally required to disclose for this core children's worker role?

Yes ☐ No ☐ Confidential discussion ☐

Clean Slate protections apply where legally available. Do not disclose convictions you are legally entitled to conceal. The Children's Act has specific exceptions for core-worker safety checking; if unsure, seek clarification before answering. This form does not require a full unfiltered criminal record.

Have you been convicted of an offence outside New Zealand?

Yes ☐ No ☐ Confidential discussion ☐

If yes, provide the country, offence, conviction date and outcome, or arrange confidential disclosure. Overseas conviction information is relevant to core-worker safety checking.

Conviction details or confidential discussion request

Do you hold, or have you applied for, a core worker exemption relevant to any conviction disclosed?

Yes ☐ No ☐ Not applicable ☐

Exemption status or reference to confidential supporting information

The school will confirm authority to teach and complete the applicable child-safety checks and risk assessment before employment begins. Any separate Police vetting or overseas clearance process will use the appropriate consent and identity procedures. This form is not a Police vetting consent form or statutory declaration.

Consent and declaration

Applicant name _____

Privacy notice

Cambridge Primary School Board collects and holds this information to assess your application and carry out relevant recruitment and safety checks. The Principal administers the process. Information may be obtained from you, your nominated referees and, with appropriate consent or legal authority, relevant registration, qualification, immigration and safety-checking sources. It is shared only with people authorised to manage or advise on this appointment, or where the law requires or permits.

Please provide accurate information needed to assess your suitability. If necessary information or consent is not provided, the school may be unable to progress your application; it will discuss this with you. You may request access to, or correction of, your personal information through admin@cambridgeprimary.co.nz. Some confidential evaluative material may lawfully be withheld.

Records will be stored securely and retained or disposed of under applicable school records requirements, lawful retention periods and any record-protection instructions. Information will not be retained for unrelated future vacancies without your agreement.

Specific consent

Please tick each statement you agree to. If you have a concern, contact the Principal before submitting.

☐ I authorise CPS to contact the professional referees I have nominated, subject to the contact restrictions and timing agreed with me.

☐ I authorise CPS to verify my qualifications and teaching registration and certification with the relevant institutions and authorities for this appointment.

☐ I authorise CPS to verify my right to work in New Zealand through the appropriate process, using evidence supplied securely when requested.

☐ I understand CPS must complete relevant child-safety checks and a risk assessment. I will cooperate with the process and complete any separate consent forms required for criminal-record or overseas checks.

Applicant declaration

I declare that the information in this form and my application is true, accurate and complete to the best of my knowledge, subject to lawful non-disclosure rights. I will promptly advise the Principal of any material change relevant to my application. I understand that materially false or misleading information may affect my application or employment, following a fair process. Any appointment is subject to satisfactory checks and written terms of employment.

Signature or typed name confirming this declaration

Date

Submission checklist

☐ Completed and signed application form ☐ Covering letter ☐ CV

☐ Responses to the four application prompts ☐ Labelled continuation pages if used

Send to admin@cambridgeprimary.co.nz by 3:00pm, Friday 6 November 2026.

Shortlisting: 9–11 November | Interviews: 21 November

Appointment notification: No later than 27 November 2026.