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CENTRAL SOUTHLAND COLLEGE

APPLICATION FORM

ASSISTANT PRINCIPAL (FIXED TERM)

- Thank you for applying for a position with Central Southland College.
- This is a 2 year, fixed term position, beginning in July 2026, covering a period of Parental Leave.
- This role is up to a 5MU position, dependent on responsibilities and offers a rare opportunity to influence whole-school direction, lead meaningful change, and contribute to a collaborative, forward-thinking senior leadership team.
- The information you provide on this application form will be collected and held by Central Southland College. It is being collected for the sole purpose of assessing your suitability for employment in the position applied for.
- The application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.
- Please note three completed Referee Forms must also be submitted by **4pm on Wednesday 8 April 2026**.

Please email applications to pa@csc.school.nz
Applications close 4pm on Wednesday, 8 April 2026.

If you have any queries, please contact the Principal at Central Southland College via pa@csc.school.nz

PERSONAL DETAILS

First Name			
Surname			
Address			
Email Address			
Mobile			
Home Phone			
Nationality			
Resident Status			
Are you a NZ Citizen?	Yes/No		
If not, do you have a permanent resident visa?	Yes/No	If not, do you have a current Work Permit?	Yes/No
Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?	Yes/No		
<p>If 'Yes', please give full details. Note: The Board may seek a police clearance from preferred applicants prior to confirmation of appointment.</p>			
Do you have a current New Zealand Driver's Licence?	Yes/No		
Have you had any health issues, injury or medical condition which could impact your ability to perform the duties of this position?	Yes/No		
<p>If yes, please give details.</p>			

QUALIFICATIONS

Secondary level qualifications		
Institution	Dates attended	Qualification obtained
Tertiary level qualification		
Institution	Dates attended	Qualification obtained
Other relevant qualifications		
Institution	Dates attended	Qualification obtained
Are you a Fully Registered Teacher?	Yes/No	
Registration Number		
Expiry Date		
Have you ever had a Teacher Registration cancelled, been deregistered or had conditions imposed or been refused Teacher Registration in NZ or overseas?	Yes/No	
If yes, please give details.		
Are you currently, or have you ever been under disciplinary or competence procedures in any previous positions?	Yes/No	
If yes, please give details.		

EMPLOYMENT HISTORY

Please outline your employment history, beginning with your current or latest employment:

INSTITUTION	DATES WORKED	POSITION
EXTRACURRICULAR ACTIVITIES/INTERESTS		

SELF REVIEW

Leadership & Management Experience - Please summarise your leadership philosophy and experience, highlighting your approach to guiding teams, implementing systems, management of personnel and resources and achieving strategic goals.

Communication/Interpersonal skills - Please describe your communication style and interpersonal approach, providing an example of how you build effective and meaningful relationships and how you handle diverse perspectives within a team.

Staff Culture – Please describe your core personality traits and professional strengths, highlighting what you see as important/valuable for a positive and collaborative staff culture and how your natural working style contributes to this.

Curriculum - Please outline your strategies for fostering a positive, inclusive classroom environment that supports diverse learner needs and best practice and detail your understanding of the current NZ curriculum situation.

REFEREES

Please arrange for three referees to support your application. These should be people who have known you in your professional capacity.

Note: Referees' Reports are to be received by **4pm on Wednesday 8 April 2026**.

Please send a copy of the '**Referee's Report**' enclosed to each of the referees you nominate and have them forward their report directly to pa@csc.school.nz

	Referee #1	Referee #2	Referee #3
Name			
Address			
Relationship			
Phone contact			
Email			

AUTHORISATION

Do you agree to inquiries to enquiries being made about your application?

Present Employer Yes/No
Past Employer Yes/No
Other Referees Yes/No
Former Principal Yes/No

CONSENT & DECLARATION

I consent to Central Southland College's Board of Trustees, or their appointed advisor, contacting any person, or persons, other than the referees whose names I have supplied, to gather information on a confidential basis, related to my suitability for appointment to this position. I understand the information received by the school is supplied in confidence and will not be disclosed to me.

I give permission for the Board of Trustees, or their appointed advisor to access any information including matters under investigation held by the Teaching Council of Aotearoa or any other organisation to assess my suitability for appointment.

I, _____ (full name) declare that, to the best of my knowledge, the details in this application and any related documentation provided are true and correct. I understand if any false or misleading information is given or any material fact is suppressed or deliberately omitted, my employment may be terminated.

SIGNED: _____

Dated: _____