



St Francis Xavier Catholic School

To Love, To Learn and To Serve
Kia Aroha, Kia Akona, Kia Aro Atu

Dear Applicant,

Thank you for your interest in the Deputy Principal position at St Francis Xavier Catholic School.

On behalf of the Board of Trustees, we wish you all the best with your application. We are very excited about the next steps our school will be taking, and we hope that you are part of this journey.

St Francis Xavier Catholic School is a proudly Catholic community guided by a strong, dedicated leadership team and a committed staff. Rooted in the Josephite tradition and the charism of St Francis Xavier and St Mary of the Cross MacKillop, our school focuses on the total formation of the individual—academic, spiritual, physical, emotional, and cultural. We live out our motto daily: “To Love, to Learn, to Serve. Kia Aroha, Kia Akona, Kia Aro Atu”.

Our staff deliver a future-focused, evidence-based curriculum supported by specialist staff in a range of curriculum areas. Backed by an active parish and parent community, we provide a safe, engaging, and joyful environment for our learners.

Application Requirements

To apply, please provide:

1. **Covering Letter:** Outlining your suitability, leadership strengths, and alignment with our Catholic character and values.
2. **Teacher Position Application form:** Please complete the attached form.
3. **Curriculum Vitae (CV)**

Key Details:

- We will be appointing **two Deputy Principals**. Specific leadership and management portfolios will be finalised, based on the strengths of the successful candidates.
- Shortlisted applicants will be invited to present to the appointment panel and answer scenario-based and role-specific questions.
- School visits are welcome and can be arranged upon request.
- Covering letter, Curriculum Vitae and Certificates are due by the 30th of October.

Thanks again for considering this vital leadership role within our school community.

Warm regards,

The Appointments Committee

On behalf of the Board of Trustees

St Francis Xavier Catholic School

DEPUTY PRINCIPAL POSITION – APPLICATION FORM

Position applied for:

PERSONAL DETAILS

Surname			
Given names			
Preferred name			
Preferred title			
Preferred pronoun			
Address			
Contact details	MOBILE		EMAIL
NZ Citizen	Yes/No	If not, do you have a NZ work permit	Yes/No
Are there any health-related conditions, physical or mental, which could impact on your ability to perform the position applied for?			
Details of the health-related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions.			

Certificated Teacher Status	✓	Registration No.	Expiry date
Certificated teacher			
Provisionally certificated			
Not certificated			

Present Teaching Position	
School	
Date appointed	
Type of appointment	

Can we contact your principal about this position?

YES

NO

Educational Qualifications	Type of qualification	Date received	Received from

Details of Training and Service

Please include details of your work history for the last 5 years.

[illegible]

DATES	REASON FOR BREAK

	2019	2020	2021
Total certificated service	78,600	78,600	78,600

B In relieving positions _____ years _____ months

Professional Development
Please provide a summary of recent professional learning and development.

[illegible]

CONFIRMATION

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed.	YES	NO
2	I am currently registered to teach in New Zealand.	YES	NO
3	In accordance with the Privacy Act, I authorise the board of trustees to: - Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board - Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. - Contact the Teaching Council.	YES	NO
4	STUDENT SAFETY <i>[Cross out the statement that doesn't apply to you]</i> - I have never been the subject of a complaint about the safety of a student. - I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>		
5	OFFENCES AGAINST THE LAW <i>[Cross out the statements that don't apply to you]</i> - I have never been convicted of an offence against the law (excluding minor traffic convictions). - I have no pending charges of an offence against the law. - I have been convicted of an offence against the law. <i>Please give dates and details:</i> - I have pending charges of an offence against the law. <i>Please give dates and details:</i>		
6	I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE

Applicant's signature

Date

REFEREES

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

Please email to:

jenn@stdominics.school.nz

Important Notes for Applicants

Thank you for applying for a teaching position with our school.

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information.
4. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview, you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
7. All applicants are required to give consent to a Police vet:
 - a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#) (unless you have obtained an [exemption](#)). The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences, and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - you have not committed any further offence within 7 consecutive years of being sentenced
 - you did not serve a custodial sentence at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.