

Please make a copy of this document and create your application from your copy.



**Gordonton School
Scale A Teacher - Junior Team
General Information**

INSTRUCTIONS FOR APPLICATION

Mark applications **CONFIDENTIAL** and send by email to:

Keith O'Donnell
Principal
Gordonton School
keitho@gordonton.school.nz

Applications need to include the following information:

- A completed application form
- Covering Letter
- Current Curriculum Vitae.

Any enquiries regarding the position or contents of the package may be directed to Principal Keith O'Donnell (keitho@gordonton.school.nz)

The Job Description for the advertised position is the Registered Teachers Criteria published by the New Zealand Teachers Council.
<https://educationcouncil.org.nz/content/practising-teacher-criteria>

The school subscribes to the principles of Equal Employment Opportunities.

The school appointments committee will make the appointment.

You are welcome and encouraged to arrange a visit to the school by contacting the Principal on Ph: 07 8243602. Also you can find out about the school by visiting our website: www.gordonton.school.nz

This could be your classroom!



This lovely, sunny classroom is well resourced, has the latest interactive digital TV, heat pump, new carpet, wet area and Bi-fold doors opening up one wall of the room to a newly completed, covered, junior outdoor learning space with rural outlook.

Gordonton School – Scale A Teacher Junior (Te Kakano) Team

General Information

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- A completed application form
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Any enquiries regarding the position may be directed to Keith O'Donnell - Principal
keitho@gordonton.school.nz.

The school subscribes to the principles of Equal Employment Opportunities. The school appointments committee for this position will make the appointment.

You are welcome and encouraged to arrange a visit to the school by contacting the Principal on Ph: 07 8243602 and making an appointment.

Also you can find out about the school by visiting our website:
www.gordonton.school.nz Appointment Timeline:

Appointment Timeline:

- Advertised In Education Gazette 26 March 2025
- Applications close 3pm Friday 17 th April 2026
- Short listing completed, short-listed applicants notified by Thursday 24th April 2026
(This allows time for referees to respond)
- Interviews conducted if required - Date to be advised
- Appointment confirmed ASAP after interviews.
- Position commences Term 3 2026.

Gordonton School

APPLICATION FOR APPOINTMENT

POSITION APPLIED FOR: **Scale A Teacher Junior Team**

PERSONAL DATA:

Surname:

First Name(s):
(Please underline name by which you are known)

Full Postal Address:
.....
.....

Telephone: Private Business.....

PRESENT APPOINTMENT OR LAST POSITION HELD:

Position:

EMPLOYMENT RECORD

Employer	Position Held	From	To	Reason for leaving

EDUCATIONAL OR OTHER RELEVANT QUALIFICATIONS:

Qualification(s)	Date Attained
.....
.....
.....
.....
.....

(Please attach verification of qualifications)

SUITABILITY FOR THE ADVERTISED POSITION:

Continue on a separate sheet if necessary

REFEREES:

Please provide details of three people who have been nominated as referees (previous employers preferred).

Your referees will be sent a form to complete and return.

NAME AND POSITION	CONTACT EMAIL & TELEPHONE
1
.....
2
.....
3
.....

(Gordonton School reserves the right to make inquiries with previous employers if required).

CONVICTIONS AGAINST THE LAW:

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason why you should not be employed to work in the school environment?

YES / NO

If so, please provide the date and details of the offence, or other reasons, together with any other comments you may wish to make. Please note that you may be asked to provide a copy of the relevant Court Records, obtainable from the Registrar of the Court concerned.

Please sign below as a declaration that the information in this application is true and correct, that you give consent for a police vet to be undertaken (should you be shortlisted) and that your previous employers may be contacted for further information if required by the appointments committee.

Signed _____ Date _____

CONFIRMATION:

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I also give you permission to contact other previous employers.

Applicant's signature:

Date:

ATTACHMENTS: (To be filled in by the applicant where appropriate)

- | | | |
|---|----------------------------|--------------------------|
| 1 | Curriculum vitae | <input type="checkbox"/> |
| 2 | Qualification verification | <input type="checkbox"/> |
| 4 | Other (please specify) | <input type="checkbox"/> |

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Please note Gordonton School adheres to the principles of Equal Employment Opportunities.