



Application for the position of
Teacher (Special Needs Class)
Fixed Term (2018), 0.8
October 2017

The application form provides information for the Board of Trustees to assist them in considering your suitability for this position. Failure to supply information would prejudice the Board of Trustees' ability to assess your suitability for the position.

During the appointment process you are entitled to access this information by request to the Board Chairperson. Following the completion of the appointment process, information relating to the successful applicant shall form part of the school's personnel records and will be held at the school premises.

Information relating to unsuccessful applicants will be destroyed.

The above information is provided in accordance with the provisions of the Privacy Act 1993.

Checklist:

Please include with this application form:

- Covering Letter
- Curriculum Vitae
- A stamped addressed envelope for the return of your CV (if necessary)

Appointment Timeline:

27 October Applications Close, 3pm
27 October Shortlisting
1-3 November Interviews
6 November All applicants advised of outcome
Position commences Term 1, 2018.

Please forward applications to:

Confidential Application for 0.8 Teacher
Riverhills School
13 Waikaremoana Place
Pakuranga
Auckland, 2010
Attn: Sarah Allen (Principal)

or email to work@riverhills.school.nz

Applications close : Friday 27th October, 3pm

Kia ora



Thank you for showing an interest in our school we look forward to receiving your completed application.

Riverhills School's vision is 'enthusiastic and successful learners who interact with confidence and respect';

- Enthusiastic; we want our students to love coming to school
- Successful; we want our students to achieve well and to have opportunities to succeed across the curriculum
- Confidence; we want our students to believe in themselves, to take risks and give things a go
- Respect; we want our students to show empathy and be kind, caring members of the community

Due to our previous teacher not returning after maternity leave, we are looking for a new teacher to take up the role of teaching our very special learners. The class is a special environment setup to support learners with high needs (ORS funded) within a mainstream school. Parents choose this option as a mid-point between special school and mainstream school. The position is currently 0.8 due to funding limitations. In the future there may be the opportunity to extend hours to full-time.

We are looking for someone who meets the following criteria for appointment;

- an effective classroom teaching practitioner
- a people person who forms strong relationships
- a strong communicator who can work collaboratively with other adults
- someone who can see the potential and strengths in all learners
- a flexible thinker who can adapt learning to the strengths and needs of students
- someone who makes learning fun
- someone flexible who can adapt to the challenges of working in a small school environment

I would be happy to show you around the school. Please contact the school office (09 576 8105 office@riverhills.school.nz) to arrange a time for this. I look forward to meeting you.

Nga mihi nui,

Sarah Allen

Principal

Application for:

0.8 Teacher, Fixed Term

Family Name _____

First Name(s) _____

Date of Birth _____

Address _____

Telephone Numbers / Email

Home _____ Work _____

Mobile _____ Email _____ Web site _____

I may be contacted at work Yes / No

Do you have a current New Zealand Registration number? Yes / No

Teacher Registration Number: _____

Current Employer: _____

Position: _____

Are you a New Zealand citizen Yes / No

If NO, do you have Permanent Resident Status? Yes / No

If NO, do you have a current Work Permit? Yes / No

Drivers License

	Yes	No
Do you have a current New Zealand Drivers License?		
Have you ever been disqualified?		
If Yes, please give details:		
License Number:		

Referees

Please list the names and details of your referees in the space below.

	Referee one
Name:	
Title:	
School/Company:	
Contact Details (phone and email):	
Relationship to you:	

	Referee two
Name:	
Title:	
School/Company:	
Contact Details (phone and email):	
Relationship to you:	

	Referee three
Name:	
Title:	
School/Company:	
Contact Details (phone and email):	
Relationship to you:	

Qualifications Declaration

All qualifications including Certificates, Degrees and Diplomas held are authentic.
I certify that the information provided is correct and that no relevant material or information has been omitted.

Signature: _____ Date: _____

Please note that if you give incorrect or misleading information or have omitted any relevant information during the appointment process, you may be disqualified from consideration, or, if appointed, be liable for immediate dismissal.

Health Declaration

Do you have any health issues or injuries which would prevent you taking up this position or limit your ability to perform the requirements of this position? Yes / No

If 'Yes', please provide full details:

Criminal Conviction Declaration

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences) received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes / No

If **YES**, please provide date and details of offence(s) in the space below. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

If 'Yes', please provide full details:

I certify that I know of no reason why I would not be suitable to work with children/young people.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

Signature: _____

Date: _____

Have you ever changed your name?

Yes/No

Please advise your previous names (you will be required to provide drivers license/passport/birth certificate)

I consent to undertake a Criminal Conviction History Check or Police Vet, using the required forms?

Yes/No

Present and Previous Employers

Are we able to discuss your application with your present employer?

Yes / No

I consent to contact of the referees provided or any other person or organisation necessary to gather information to assess my suitability for the position.

Yes / No

Are representatives able to visit you, discreetly, in your current workplace?

Yes / No

Do you have any matters relating to yourself currently or previously before the Education Council?

Yes / No

Teaching Service – please list all schools and length of service				
Position	Salary Scale	School	Date from	Date to

Reason for leaving previous positions:

Information

I give permission for the Riverhills School Board of Trustees to gather information from any person or organisation that the Board deems necessary in relation to the job description and person specification.

Signature: _____

Date: _____

Declaration:

I hereby certify the above information, and any other information supplied by me in applying for the above position, to be true and correct. I authorise the Board of Trustees and its appointments sub committee, to make any reasonable inquiries, including further written or verbal inquiry from referees provided, concerning my background to assist in assessing my suitability for the position I am applying for.

Signature: _____

Date: _____

N.B: If shortlisted, you will be required to bring to your interview, originals of two types of identification

1. Photo e.g. passport, NZ Drivers Licence

2. The other type of identification may be a birth certificate, bank statement, a bill.

You will also be asked to bring your Practising Teacher Certificate