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**Mt Albert Primary School**



# Scale A Teacher Application Pack 2020

Scale A Classroom Teacher for Year 1 (fixed term, for terms 3/4 2020)

Start date: Term 3 2020

Mt Albert Primary School has embarked on a new and exciting learning journey. We have amazing students, a fabulous team and a very supportive community.

We are searching for a dynamic, passionate and innovative teacher to teach in our Year 1 team.

Do you love your job, enjoy working in collaborative teams and are you willing to go the extra mile for our learning community.

We're interested in skills and ideas you can bring to our school. If this has piqued your interest, you are welcome to come on in and talk to us.

Applications close 3pm on Thursday 02 July Electronic applications preferred.

For further information please contact:

Marian Caulfield, Principal

[marian@maps.school.nz](mailto:marian@maps.school.nz)

(09) 846 9288

Please find attached information to assist you with your application:

- Application Form

## Proposed Timeline for Appointment

Position advertised	Education Gazette Online Friday 19 June
Applications close	3pm on Thursday 02 July
Shortlist established	By Thursday 02 July
Interviews conducted	Week beginning Monday 07 July (negotiable)
Successful applicant notified	By Wednesday 09 July
Position commences	Term 3 2020

Your application should include a covering letter detailing your suitability for the position in relation to the job description, a curriculum vitae and a completed application form. Electronic applications preferred. Please send applications to the Principal at the above email address.

Should you require any further information regarding the information pack, or would like to arrange a visit please do not hesitate to contact me on 846-9288 or email [marian@maps.school.nz](mailto:marian@maps.school.nz)

We look forward to considering your application to join our team at Mt Albert Primary School.

Ngā mihi nui

***Marian Caulfield***

Marian Caulfield  
Principal

**APPLICATION FOR APPOINTMENT:**

***Please include this form with your application***

**Position Applied For:**

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**Personal Details:**

Name	_____		
Address	_____		
Telephone	_____ (Hm)      _____ (Bus)		
Email	_____	Fax	_____
Date of Birth	_____	Gender	_____
Ethnic Origin	_____		

**Registration**

Are you a registered teacher?	YES / NO	(please indicate)
Do you hold a current practising certificate?	YES / NO	(please indicate)
State Expiry Date	_____	

**Present Appointment (If appropriate)**

School	_____
Position Held	_____
Time Held	_____

**Citizenship and Right to Work**

Are you a New Zealand Citizen?

Yes                  Go to medical question

No            

Do you have permanent resident status?

Yes                  Go to medical question

No            

Do you have a Current Work Permit?

Yes                  Go to medical question

No            

If you have answered “No” to the three questions above you may not be eligible for this position.

**Medical Details:**

Have you had an injury or medical condition caused by the gradual process, disease or infection – for example, hearing loss, occupational overuse syndrome – which the tasks of this job may aggravate or contribute to?

Yes                        No           

If “Yes” what are the details of the injury/medical condition? How is your performance likely to be affected?

**Criminal Convictions:**

**Information for disclosure of Criminal Convictions:**

**All convictions are to be disclosed, unless they are covered by the Criminal Records (Clean Slate Act) 2004.**

What must you disclose?

You must declare all of your convictions if you have:

- been convicted of an offence within the last 7 years; OR
- been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal); OR
- been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; OR
- been convicted of a “specific offence” (eg sexual offending against children and young people or the mentally impaired); OR
- not paid in full any fine, reparation or costs ordered by the Court in a criminal case; OR
- been indefinitely disqualified from driving under section 65 Land Transport Act 1989 or earlier equivalent provision.

**Please answer the following based on the above criteria. Tick one box only.**

- No, none of the above criteria applies to me or I have no convictions
- Yes, at least one of the criteria applies and I will disclose my criminal convictions in the table below.

**Disclosure of Criminal Convictions**

**Note:** The declaration of a minor offence does not mean that employment will not be granted, However, the non-declaration of an offence that you are required to disclose will be seen as a misrepresentation of a criminal record and treated accordingly.

<b>Offence</b>	<b>Year Committed</b>	<b>Give Details of Fine/PD/Supervision/Imprisonment</b>

**MT ALBERT PRIMARY SCHOOL  
EQUAL EMPLOYMENT OPPORTUNITIES (E.E.O.) PROCEDURE**

**RATIONALE:**

In accordance with the requirements under the State Sector Amendments Act 1989, The Human Rights Act 1993 and N.A.G.3, Mt Albert Primary School supports the development and implementation of equal employment opportunities.

**PURPOSE:**

The purpose of this Statement is to ensure that the principles of equal employment opportunities and being a good employer are followed in Mt Albert Primary School. We apply this through supporting and promoting good EEO practices across the school. EEO is one of the ways the school recognises and supports the aims and aspirations of Maori, thereby contributing to the spirit of partnership envisaged by the Treaty of Waitangi.

**BACKGROUND:**

EEO is about removing barriers so all staff have opportunities to develop and progress in the workplace. EEO practices lead to staffing within the school that reflect the values and composition of our community. Mt Albert Primary School recognises the need to proactively identify and eliminate practices, policies and procedures (or any institutional barriers) which may cause or perpetuate inequality on the following grounds: sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status or sexual orientation.

EEO is good management practice because, when consistently applied, it will:

- Foster an organisational culture that is inclusive, respectful and responsive which enables access to work, equitable career opportunities, and maximum participation for members of designated groups and all staff.
- Ensure procedural fairness as an integral part of all strategies, systems and practices.
- Bring the skills and perspectives of all groups of people to all levels of staff and management.
- Lead to staffing that reflects the values and composition of the community and contributes to providing a better-quality service.
- Enhance job satisfaction and performance and encourage harmonious working relationships.

**EQUAL EMPLOYMENT OPPORTUNITIES DATABASE FORM:**

Name:

The following is optional:

Gender

Ethnic origin:

Disability/Disabilities

Do you live with the effects of injury, long term illness or disability/disabilities? **YES / NO**

If **YES**, please state the type of disability and any requirements that would improve your well-being in the workplace.

Thank you for this information. It will be confidentially stored in an EEO folder and any action required will be implemented by the EEO coordinator.

Please return this form with your application.

**Referees** (Please provide details of three previous employers who can be contacted to provide references)

<i>Name</i>	<i>Position</i>	<i>School</i>	<i>Telephone</i>

I understand that if I am employed by Mt Albert Primary School I will be expected to act in Mt Albert Primary School's interest and maintain confidentiality of sensitive information and material.

I declare that the answers I have given above are true and correct, and that no relevant information has been omitted. I fully understand that falsification of information may result in dismissal.

I consent to Mt Albert Primary School seeking verbal or written information about me from the referees I have nominated, and authorise the information requested to be released. Furthermore, I also give consent for Mt Albert Primary School to make enquiries of past or present employers, colleagues, Education Council or equivalent overseas professional body or any other person who may be in a position to assist the School in determining my suitability in terms of filling the vacancy and give consent to those people providing such information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION:**

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information provided on this application form and in my Curriculum Vitae, is true and correct.

I accept the Board of Trustees of Mt Albert Primary School may seek external confirmation of any of the details of my application.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mt Albert Primary School**  
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**Ph (09) 8469288**  
**Email: marian@maps.school.nz**