



# Carisbrook School

217 SOUTH ROAD

CAVERSHAM

DUNEDIN 9012

PH: 03 455 8315

EMAIL: [office@carisbrook.school.nz](mailto:office@carisbrook.school.nz)

To Whom It May Concern

4<sup>th</sup> November 2019

Dear Applicant,

Thank you for inquiring about our Fixed Term Scale A teaching positions recently advertised online in the New Zealand Education Gazette. The job description for this position is based on the professional standards for teachers, as stated in the relevant NZEI *Collective Agreement*, and the *Code of Professional Responsibility and Standards for the Teaching Profession*

**Should you decide to proceed with your application, we require from you the following:**

1. Curriculum Vitae

2. Application

- Cover Letter
- Application Form

All to be sent in electronically in PDF to Principal; [principal@carisbrook.school.nz](mailto:principal@carisbrook.school.nz)

Note, there is no Referee's Report required to be completed for your application, however the Application Form requires you to list 3 Referees for phone interviews.

**The following are key dates in our appointments procedures;**

Applications close on **Thursday 14 November 2019, at 1:00PM.**

Shortlisted applicants will be contacted regarding interviews; **Friday 15th November 2019 .**

Should you have any concerns or queries, please contact me, phone 03 4558315 or email [principal@carisbrook.school.nz](mailto:principal@carisbrook.school.nz)

In advance of receiving your application, thank you for your interest, time and effort in completing your application.

Regards

*Ben Sincock*  
**Principal**  
**Carisbrook School**

