



*A community growing successful learners*

Thank you for your expression of interest in the fixed term teaching position at Glenfield Primary School for 2019.

We are a Decile 5 school and we currently have 315 students.

We are a very multicultural school and have a large number of children who are English language learners.

Criteria for the position:

- Understanding of teaching as inquiry.
- Good knowledge of the NZ Curriculum.
- Ability to work collaboratively with other staff.
- Effective use of ICT as a tool for learning.
- Ability to adopt and implement our vision and values.

We are a PB4L school and induction will focus on our vision for the wellbeing of our students.

We look forward to receiving your application which will include:

- A letter of application.
- Completed application for appointment form.
- Outline of ability to meet the criteria for the position if your CV does not cover this.
- Current CV.

Applications close on 10 June 2019 at 3pm.

Please forward your completed application to the Principal, Chris Cooper at [Chrisc@glenfield.school.nz](mailto:Chrisc@glenfield.school.nz) or hand in at the school office.

Yours sincerely

Chris Cooper

Principal



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## **APPLICATION FOR APPOINTMENT**

### **IMPORTANT NOTES FOR APPLICANTS**

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writer of the references.
3. Copies only of qualification certificates should be attached. If successful, your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
  - You did not serve a custodial sentence at any time (this would include serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
  - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
  - You have paid any fine or costs

Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation orders; community based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

**OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.**

# APPLICATION FOR APPOINTMENT

Position applied for :

Location:

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## Tick One

Mr       Mrs       Ms       Miss

Or other preferred title:

**Surname / Family name**

**First Name (in full)**

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## Full Postal Address

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## Contact Telephone Numbers:

Private:	Business:
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## Please tick the appropriate boxes:

Are you a New Zealand Citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If not, do you have resident status, or	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A current work permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever had a criminal conviction? (Convictions that fall under the clean slate scheme do not have not be disclosed)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If "Yes", please detail:				

Have you ever received a police diversion for an offence? If "Yes", please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or Imprisonment? If "Yes", please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you awaiting sentencing/currently have charges pending? If "Yes", please state the nature of the conviction/cases pending:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been the subject of any concerns involving student safety? If "Yes", please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If "Yes", please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to ? If "Yes", please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a current New Zealand driver's licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact Details (Organisation and address)	Phone (landline preferred)	Relationship (e.g. Employer/Principal)

### Authority to approach other referees:

I authorise the Board, or nominated representative to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Education Council, including matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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 liable to be dismissed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: If completing this electronically a hard copy (signed) must be provided.