



Geraldine Primary

Desire to Learn, Aspire to Achieve
Whaia e koe te iti Kahurangi

APPLICATION FOR APPOINTMENT

Team Leader - Junior School (Year 0 - 2)

2 permanent units, 0.2 release time

Please note: to apply for this position you must be a fully NZ Registered Teacher

Personal Details

Surname: _____ First Name(s): _____

Full Postal Address: _____

Phone: Home _____ Mobile: _____

Email: _____

Tertiary Educational Qualifications (either fully or partially completed)

Institution	Qualification obtained	Date Awarded

Teacher Registration Details

Are you a fully New Zealand registered teacher Yes / No

Teacher Registration Number _____

Expiry ____/____/____

Ability to work in New Zealand

Are you a New Zealand citizen Yes / No

If not, do you have permanent resident status, or N/A Yes / No

A current Work Permit N/A Yes / No

Teaching employment details – most recent first

School	Position	Year level(s)	Date begun	Date ended	Reason for leaving

Please add more rows if required

Curriculum strengths and personal interests

What curriculum strengths and personal interests will you bring to the position that will be of benefit to our school?

Previous Leadership experience

What leadership experience (teams, curriculum, initiatives) have you previously had that you could bring to this position?

Convictions Against the Law

Have you ever been convicted of any offence against the law (apart from minor traffic offences)?

Yes / No

If yes, please enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Register of the Court concerned. The copy should be accompanied by any comments regarding the offence that you wish to make. Give full details.

Have you ever received Police diversion for an offence?

Yes / No

If yes, please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?

Yes / No

If yes, please detail:

Are you awaiting sentencing or have a charge pending with the Courts or Teaching Council?

Yes / No

If yes, please detail:

Have you been the subject of any concerns involving student or child safety?

Yes / No

If yes, please detail:

Are there any additional factors that we should know about to help us assess your suitability for this position?

Yes / No

If yes, please detail:

Medical conditions

Do you have any medical conditions or injuries that may inhibit your ability to effectively carry out the functions and responsibilities of this position, or which may be aggravated or further contributed to by the functions and responsibilities of this position?

Yes / No

If you have answered yes to the above question, please specify below, adding additional sheets if required.

Referees

Please name three referees who can be confidentially contacted to support your application. These referees should know you in a professional (i.e. teaching / leadership) capacity.

1. Name _____
Address _____
Phone _____ (hm) _____ (mob)
Capacity in which known: _____

2. Name _____
Address _____
Phone _____ (hm) _____ (mob)
Capacity in which known: _____

3. Name _____
Address _____
Phone _____ (hm) _____ (mob)
Capacity in which known: _____

Declaration and Authorisation

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Geraldine Primary School Board of Trustees responsible for any omission or misstatements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, Curriculum Vitae and references will be held by the Geraldine Primary School Board of Trustees to be used for the purpose of evaluating my qualifications, experience and suitability for employment at Geraldine Primary School.
3. I understand that if I withhold or do not submit relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
4. I understand that I am entitled to have access to relevant information retained by the Geraldine Primary School Board of Trustees (except exemptions under the Privacy Act 1993 provided in confidence by referees or Geraldine Primary School Board of Trustees evaluative material). I understand that I am able to request correction of the information that I submit as part of my application.
5. I consent to the Appointment Committee personnel making such enquires with organisations including but not limited to current and former places of work / employers, the Teaching Council of Aotearoa New Zealand or other such bodies that may be relevant to my employment. I understand that all such enquiries will be done sensitively and in confidence.

Applicant's Signature: _____

Date: _____

Application Requirements

Your application should include the following:

- ✓ Covering letter
- ✓ Application form
- ✓ Curriculum Vitae

All applications should be emailed to:

Andrew Leverton - Principal principal@geraldine.school.nz

by 9am, Monday 9 March 2020