



## Hamilton West School

36 Hammond Street  
Hamilton 3204

February 2020

Dear Applicant,

### **APPLICATION - SCALE A TEACHING VACANCY: Year 7**

Thank you for your interest and enquiry regarding the Permanent Scale A Position at Hamilton West School. All the information you need to proceed with your application follows below.

The timeline for the appointments is:

- Advertised in the Education Gazette - Monday 17 February & online
- Applications Close - Friday 28th February
- Interviews - Wednesday 4th March
- Referees Checks - Wednesday 4th March
- Applicants notified ASAP after interviews

Position commences - Term 2: 2020

If you have any questions please feel free to contact me. I look forward to receiving your application.

Regards,

Marie Hartley  
DEPUTY PRINCIPAL

## The Right Person

The right candidate for this role will be passionate about all aspects of education.

If this role interests you please complete the application process.

<b>Personal Specifications: Permanent Scale A Teacher Hamilton West School</b>
Has a passion for doing their best for students in the school setting
Can create and maintain positive relationships with all stakeholders
Has curriculum strengths and knowledge, and wants to develop their practice further
Approaches teaching in an ethical way
Understands the purposes of assessment
Has a professional outlook towards accountability
Is well organised to meet deadlines
Has excellent communication skills
Knows a range of teaching strategies that raise student achievement
Enjoys being in a range of activities that support student engagement
Can accept and act upon decisions made senior leaders
Brings growth mindset and a positivist approach to all aspects of teaching

A job description is available on request



**Hamilton West**  
School

**APPLICATION FOR APPOINTMENT**

**POSITION APPLIED FOR: Scale A Teacher**

**PERSONAL DATA:**

Surname: .....

First Name(s): .....  
(Please underline name by which you are known)

Full Postal Address: .....  
.....  
.....

Telephone: Private ..... Business.....

**PRESENT APPOINTMENT OR LAST POSITION HELD:**

Position: .....

**EMPLOYMENT RECORD**

Employer	Position Held	Reported To	Salary Scale	From	To

**EDUCATIONAL OR OTHER QUALIFICATIONS:**

Qualification(s)	Date Attained
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

(Please attach verification of qualifications)

**REFEREES:**

Please provide details of three people who have been nominated as referees (previous employers preferred).

	NAME AND POSITION	CONTACT ADDRESS & TELEPHONE
1	..... .....	..... .....
2	..... .....	..... .....
3	..... .....	..... .....

**CONVICTIONS AGAINST THE LAW:**

Have you ever been convicted of any offence against the law (apart from minor traffic convictions) or otherwise know of any reason why you should not be employed to work in the school environment?

YES / NO

If so, please provide the date and details of the offence, or other reasons, together with any other comments you may wish to make. Please note that you may be asked to provide a copy of the relevant Court Records, obtainable from the Registrar of the Court concerned.

Please sign below as a declaration that the information in this application is true and correct, that you give consent for a police vet to be undertaken (should you be shortlisted) and that your previous employees may be contacted for further information if required by the appointments committee.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**CONFIRMATION:**

I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I also give you permission to contact other previous employers.

Applicant's signature: .....  
.....

Date:

### Checklist: Supporting documents for the application

- 1      Application for Appointment
- 2.      Curriculum vitae
- 2      Qualification verification
- 4      Other (please specify)

.....

Please note Hamilton West School adheres to the principles of Equal Employment Opportunities