

Dear Applicant,

Please find enclosed an Information Pack for our advertised position. It includes general information about the school, a Job Description and an application form.

**You must apply using the school's application form.** Your application can be sent as hardcopy to the Principal, Shelly Park School, at the above address by 12 noon on Friday 6 August 2020, or by email to [principal@shellypark.school.nz](mailto:principal@shellypark.school.nz)

The position will be filled as soon as a suitable applicant is found. You will be contacted if you are short listed for an interview. Please indicate on your acknowledgement form, to be returned to Shelly Park School, if you may be telephoned at work, or if your home number is preferred.

Yours faithfully

B.J. Rolfe.  
Principal

## **Information Pack**

**3 August 2020 Education Gazette**

### **SHELLY PARK SCHOOL**

Contributing. Howick. Roll 480

Scale A Teachers (Permanent position)

#### **APPOINTMENT TIMELINE**

Position Advertised – Online 3 August Education Gazette

Appointments Committee Selected (July BOT meeting)

Applications close 12 noon Thursday 6 August 2020

Applications considered and short listed from time of arrival.

Interviews conducted as required on Saturday 8 August

Selection Committee recommends to BOT following interviews

Position offered to successful applicants on Saturday 8 August

Position commences Term 4 2020.

#### **SCHOOL ORGANISATION**

The school is organised into three teaching teams . – Junior, Middle and Senior areas of the school. This vacancy is in the Middle School (Yr 3-4) area of the school. The successful applicant will be the best fit for the criteria for the possible positions and complement existing staff strengths.

**CRITERIA FOR APPOINTMENT** - Please clearly present supporting evidence in your application in the order below.

##### **PROFESSIONAL QUALITIES**

Commitment to providing quality curriculum delivery.

Ability to contribute to the work of the School's teaching teams.

Complementary skills set and knowledge of current curriculum delivery.

Flexibility of approach to teaching and learning.

Curriculum Strengths.

##### **PERSONAL QUALITIES**

Ability to form nurturing and positive relationships with children.

Ability to interact positively with staff.

Ability to demonstrate energy, initiative, enthusiasm and confidence.

Ability to relate with team members effectively.

**Please Note: The Application form below must be used when applying and should be accompanied by a Curriculum Vitae.**

SHELLY PARK SCHOOL

**APPLICATION FOR APPOINTMENT**

1. POSITION APPLIED FOR:

.....

2. PERSONAL DETAILS:

Surname: ..... (Mr, Mrs, Miss, Ms)

First Name: .....

Address: .....

.....

.....

Contact Telephone No. ....MOB .....

Gender: ..... DOB .....

Ethnic Identification: .....

Registered: YES / NO Provisionally Registered: YES / NO Education Council Number .....

Current Salary: .....

3. PRESENT TEACHING POSITION:

Position	Class Level	School	Details of Duties	Date Appointed

4. PREVIOUS TEACHING EXPERIENCE:

Position	Class Level	School	Details of Duties	Date Began	Date Ceased	Total Years

5. PREVIOUS MANAGEMENT EXPERIENCE

Details of Activities and/or position held	Date Began	Date Ceased

6. QUALIFICATIONS (EDUCATIONAL OR OTHER RELEVANT QUALIFICATIONS):

Qualifications	Date Attained



9. REFEREES:

Provide details of two people who can be contacted to provide references. (Previous employers preferred).

Name and Position	Address	Contact Phone & STD
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- (i) .....  
.....
- (ii) .....  
.....

10. CONVICTIONS AGAINST THE LAW:

Have you ever been convicted of any offence against the Law?  
(Apart from minor traffic convictions.) YES / NO

If YES , 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 which you wish to make. Give full details.

11. SUPPORTIVE INFORMATION:

If you have a C.V. or any references or testimonials you would like to send in support of your application, please attach them to this form. These will be returned to you after the appointment is made. **N.B.** C.V.'s etc do not take the place of this application form.

12. I hereby consent to the Board or its agent making such enquiries as the Board may see fit about me directed to whomsoever it may choose. This consent is given pursuant to the provisions of the Privacy Act 1993.

13. CONFIRMATION:

I certify that the information given in this application is to the best of my knowledge, true and correct.

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

14. RECEIPT OF APPLICATION:

Position applied for: .....

Applicant's name: .....

Applicant's Postal Address: .....

ACKNOWLEDGEMENT FORM

**Please return this to:**

**Shelly Park School  
Sunnyview Avenue  
Howick**

Position applied for .....

Name of applicant .....

Address .....

.....

.....

Phone (work) .....

(home) .....

(mobile) .....

Date .....

**For office use only**

Date received..... Principal's Signature .....

# SHELLY PARK SCHOOL

## EQUAL EMPLOYMENT OPPORTUNITIES DATA

1. This data will be used to establish a profile of the range of people currently working in the school and the range of applicants applying for positions.
2. The data will provide a basis for the planning and development of the school's E.E.O. Programme.

**NAME:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

**ETHNIC ORIGIN:** (Tick one or more from those below)

New Zealand European/Pakeha  
Samoan  
Tongan  
Niuean  
Indian

New Zealand Maori  
Cook Island Maori  
Tokelauan  
Fijian  
Chinese

Other Pacific Island (please state) \_\_\_\_\_

Other European (please state) \_\_\_\_\_

### **DISABILITY/DISABILITIES:**

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

b) Tick all that apply. Does your disability/injury/illness affect your:

Movement	Vision
Respiration/Breathing	Hearing
Speech	Emotional and Mental Health
Concentration	
Other (please specify) _____	

c) Do you need any technical aids or equipment, or adaptations made to your workplace to make your work easier or to increase your work performance? **YES / NO**

If **YES**, please provide further information \_\_\_\_\_

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