

Dear Applicant,

Thank you for your interest in the Permanent Scale A Teacher vacancy.



Applications close with the Principal on Friday August 21<sup>st</sup> 2020 at 4pm. Please send CV, completed application form and covering letter to: [principal@parkland.school.nz](mailto:principal@parkland.school.nz) OR The Principal, Peter Barnett. Parkland School. 41 Parkland Cres. Palmerston North 4410.

**This position begins on February 1<sup>st</sup> 2021**

**Please note that we are looking for a teacher with recent successful full time experience in a NZ classroom and with current NZ Registration.**

If you would like to visit Parkland School, please contact me to arrange this. If you have any queries, please feel free to email: [principal@parkland.school.nz](mailto:principal@parkland.school.nz)

Peter Barnett  
Principal  
(On behalf – Appointments Committee)



## Parkland School – Scale A Vacancy – Person Specification

### **The successful applicant will have:**

- Successful recent experience in a NZ setting. (At the Year 5 & 6 level would be advantageous)
- A willingness to teach at different levels across the school, if required.
- Proven and effective skills with classroom management.
- Proven and effective interpersonal skills with learners, colleagues and whanau.
- Knowledge & understanding of current trends in teaching.
- A willingness to work collaboratively with teachers and students from across the team and school.
- The necessary skills and experience to enable them to lead the Science Curriculum area.
- Knowledge & understanding of Te Ao Maori as well as a classroom culture that reflects this.
- A willingness to participate in and contribute to the corporate life of the school, including our school's involvement in the Palmerston North East Kahui Ako of ten schools.
- Demonstrate a willingness to take on a Leadership role if required in the future.

**APPLICATION FORM – Scale A Teacher (Permanent)**

**IMPORTANT NOTES FOR APPLICANTS**



Thank you for applying for a position with our school.

1. Please fully complete this form personally, sign and date it 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 writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. Interviews may be undertaken digitally or in person, depending on the applicant's circumstances.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or the appointment being terminated if any information is later found to be false.
6. 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 would like to visit the school or have any queries, please contact the Principal.

Peter Barnett  
On behalf – The Parkland School Appointment Committee

## APPLICATION FOR APPOINTMENT SCALE A TEACHER – PARKLAND SCHOOL



Title	First Names	Surname

Full Postal Address

Contact Telephone Numbers		
Home	Work	Mobile
Email:		

Date of Birth:	Place of Birth:		
Nationality/Citizenship			
If you are <b>not</b> a NZ citizen - Do you have resident status?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table>	Yes	No
Yes	No		
A current work permit? (Provide a copy)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table>	Yes	No
Yes	No		
<b>Convictions</b> Have you ever had a criminal conviction (other than a minor traffic offence) or know of any reason why you should not be employed in a school environment?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Yes</td> <td style="width: 50%; padding: 5px;">No</td> </tr> </table>	Yes	No
Yes	No		
If 'Yes' please detail:			
Are you currently awaiting the hearing of any charges?      Yes / No			
<p><b>Please note</b> – You may be asked to provide a copy of any relevant Court records obtained from the Police and the Board reserves the right to contact authorities to verify any claim made.</p> <p>Failure to provide correct and true details of any conviction or any other reason for possible unsuitability could make you liable for dismissal from the employment of Parkland School, should you be the successful applicant.</p>			

**Medical Health**

Please describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of the position:

*Medical History Continued*

Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the application information? If yes, please provide details.

Education Council NZ – Teacher Registration Number		
Practising Certificate Expiry Date		
Ministry of Education Number		
Highest Qualification		
Degrees / Diplomas		Year:
		Year:
Other Qualifications		

Identification (*Please provide photocopies of your Drivers Licence and your Passport. If successful you will be required to provide original copies of these documents*)

Drivers Licence No	
Passport No.	

**Current Employment / Employment History**

Current Position			
School / Institution			
Date Appointed			
Current employer / principal/ supervisor. (Person you are directly responsible to)	Name & Contact details (Phone/email)		
Do you consent to the school contacting your present or past employers for the purpose of reference checking?			Yes / No
Do you have any <u>other</u> applications active at this time?			Yes / No
Previous Employment – <i>Please list all previous positions held in the last five years.</i>			
Position	School	From	To

## Referees

Please provide the names, postal and email addresses, and phone contact details of two referees who can attest to your professional capability.

Please ensure that between your referees they are able to verify your ability to:

- Be an effective classroom teacher
- Work collaboratively with other staff
- Contribute to the development of an area of the school curriculum

1. Name		
Address:		
Phone: Work	Home	Mobile
Email		
Capacity in which you have known this person:		

2. Name		
Address:		
Phone: Work	Home	Mobile
Email		
Capacity in which you have known this person:		

## DECLARATION

I, .....(full name)

- Consent to the Board of Trustees of Parkland School seeking verbal or written information about me on a confidential basis from representatives of my previous employers and/or referees and authorise the information sought to be shared with the appointments committee for the purpose of ascertaining my suitability for the position for which I am applying.
- I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.
- Authorise the Board of Trustees Parkland School and its agents to make reasonable inquiries concerning my background to assist in assessing my suitability for the position of Scale A Teacher at Parkland School for which I am applying.
- Declare that to the best of my knowledge the information provided in this application and in my curriculum vitae is accurate and I understand that if any false or misleading information is given, or any material of fact is suppressed or deliberately omitted, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection can result in my loss of entitlement for any compensation for ACC.

Signature: .....

Name: .....

Date: