

September 28th 2017

Kia ora,

Thank you for your interest in the advertised teaching positions at Crofton Downs Primary School.

From the advertisements you will know that we have 6 positions available - 3 Permanent and 3 Fixed Term. In your application please indicate which position/s you are applying for and your preferred year level, between years 2-6 and/or if you are interested in the roving teacher role. Final decisions on teacher placements will be made after the interview process has been completed.

Our school is a small school, located about 10 minutes from the Wellington CBD and is highly regarded both within our community and throughout the Wellington region. We pride ourselves on encouraging children to develop a love of learning while still having fun!

In your covering letter, supplemented by your CV, please outline the following:

- **Why you want to work at Crofton Downs Primary School**
- **Your preferred teaching level**
- **Your ability to work with students with a variety of learning needs**
- **If you have worked with Teacher Aides and/or Classroom Assistants before**
- **Your experiences of teaching in a modern learning environment or of collaborative teaching**
- **Your interest and skills, if any, in music and Kapa Haka, PE, Maths, Environment, Play-based Learning, IT**

I strongly suggest that you look at our website to discover the things that make Crofton Downs Primary School such a special place to work and refer to the professional standards.

You will need to provide your cover letter, CV and completed application form by the due date. Please ensure your correspondence is marked "Confidential" and is emailed or posted directly to the Principal.

If you require further information or would like to tour the school, then please contact me.

Yours sincerely

Toby Stokes

Principal



Indicative timetable for the appointment process -

Date:	Item:
September 28th	Applications open
Tuesday October 24th	Applications close
Friday October 27th	Shortlisted candidates notified
Thursday November 2nd	Interviews undertaken

Application for Employment:

Personal details	
Surname:	
First Names(s):	

Address:	
Home phone number:	
Mobile phone number:	
Email:	

Professional:	
Teacher Registration Number:	
Expiry Date:	

Current Employment: (If a newly graduated student then complete if possible)	
Name of employer:	
Address:	
Position held:	
Date Commenced:	

Criminal offence/s:

Have you ever been convicted of any offence against the law (apart from minor traffic offences), received police diversion for an offence, have charges pending or know of any reasons why you should not be employed to work in a school environment?

Yes/No

If YES, then please provide the date and details of the offence(s) on a separate sheet of paper. Please note that you may be asked to provide a copy of the relevant court records.

Note: Crofton Downs Primary School may seek a police clearance from all shortlisted or preferred applicants prior to confirmation of appointment.

Declaration:

I certify that I am registered, or provisionally registered, as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge, I believe the information I have given in this application is correct.

Applicant's Signature:

Date:

Referees:

Please provide contact details for three referees. At least two of these referees must know you in a school related/teaching capacity.

Name:

Position held:

Address:

Work phone number:

Home phone number:

Mobile number:

Email:

Name:

Position held:

Address:

Work phone number:

Home phone number:

Mobile number:

Email:

Name:

Position held:

Address:

Work phone number:

Home phone number:

Mobile number:

Email: