

# Position Vacancy Application form



**Position:** **Ti Kouka Kindergarten – Fixed Term Teacher  
Maternity Leave Position**

**Association  
Address:** South Canterbury Kindergartens  
PO Box 61  
10 Bank Street  
**Timaru 7940**

**Telephone:** (03) 688 3098

**Email:** [office@sck.nz](mailto:office@sck.nz)

**Contact:** Dave Hawkey  
General Manager

**Start Date:** Start Date – 22 July 2019

**Timeline:**

- Applications close Thursday 30 May 2018 at 5pm
  - Short listing and referees contacted – Tuesday 2 June -7 June 2019
  - Interviews – Monday 10 June 2019
  - Successful Candidate notified – Tuesday 11 June 2019 2018
- (Note – every effort will be made to keep to this schedule but dates may vary)

**If you would like your CV returned please include a SAE with your application**

**Instructions for the completion of this application**

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated. Applicants may use additional pages where necessary.
2. All supporting material accompanying this application must be on A4 paper. Do not send original documents and ensure your CV is easily photo-copyable.
3. Use black pen and/or ensure that typewritten or word processor material is dark enough to photocopy.
4. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of these references.
5. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
6. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
7. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
8. All teacher applicants need to show evidence of teacher registration. Please ensure this information can be found easily in your CV.
9. This application form and supporting documents will be held by South Canterbury Kindergartens. You may access it in accordance with the provisions of the Privacy Act 1993.
10. Late applications will not be accepted.

*If you have any queries, please contact South Canterbury Kindergartens office on 03 688 3098*

**1 Applicant**

**2 Position**

Full Name: .....

Position: .....

Former Name: .....

Kindergarten: .....

Address: .....

Teacher Registration No: .....

.....

Registration Expiry Date: .....

Phone No: .....

Current First Aid Certificate: Yes  No

Mobile: .....

Date Issued :..... ( please attach copy)

Email: .....

Ethnicity : .....

**3 Qualifications**

3.1 Early Childhood: \_\_\_\_\_ Date of Qualification: \_\_\_\_\_

3.2 Post Graduate: (Teaching related) \_\_\_\_\_ Date of Qualification: \_\_\_\_\_

\_\_\_\_\_ Date of Qualification: \_\_\_\_\_

3.3 Other: \_\_\_\_\_ Date of Qualification: \_\_\_\_\_

**4 Professional Development**

a) Current

---

---

---

---

---

---

---

---

b) During the past three years

---

---

---

---

---

---

---

---

**5 Employment History** (Please indicate whether full time, part time or relieving position).

a) Current Employer:

| Position | Kindergarten/Centre | Association/Employer | From-To (Mth/Year) |
|----------|---------------------|----------------------|--------------------|
|----------|---------------------|----------------------|--------------------|

b) Past Teaching Positions held:

| Position | Association/Employer | From-To (Mth/Year) |
|----------|----------------------|--------------------|
|----------|----------------------|--------------------|

---

---

---

---

---

---

---

---

c) Other relevant positions held:

| Position | From-To (Mth/Year) |
|----------|--------------------|
|----------|--------------------|

---

---

---

---

---

---

---

---

**6 Length of Teaching Service**

a) Total number of years and months in permanent kindergarten positions:

Senior Teacher \_\_\_\_\_ Head Teacher \_\_\_\_\_ Teacher \_\_\_\_\_

b) Number of years and months in permanent other early childhood positions:

Supervisor \_\_\_\_\_ Asst. Supervisor \_\_\_\_\_ Teacher \_\_\_\_\_

c) Number of years and months in six weeks or longer continuous relieving:

Kindergarten: Senior Teacher \_\_\_\_\_ Head Teacher \_\_\_\_\_ Teacher \_\_\_\_\_

Childcare: \_\_\_\_\_ Other (specify) \_\_\_\_\_

**7 Specific Teaching Skills, Strengths and Interests**  
*(Please complete this section on the separate sheet attached)*

**8 Overall suitability for the position:**  
*(Please complete this section on the separate sheet attached)*

**9 Additional information**  
Please tick the appropriate boxes:

Are you a New Zealand citizen? Yes  No

If not, do you have resident status, or Yes  No

A current work permit? Yes  No

Have you ever had a criminal conviction? Yes  No

If "Yes" please detail:

Have you ever received a police diversion for an offence? Yes  No

If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary, Yes  No   
or permanent loss of licence, or imprisonment?

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending? Yes  No

If "Yes" please state the nature of the conviction/cases pending:

Do you have a current driver's licence?

Yes  No

**10 Health** Have you any disabilities or medical conditions which:

- may prevent or restrict you from performing any aspect of the job for which you are applying.
- may require specific accommodation by the employer or other staff to enable you to perform the job.
- may have an impact on the health and safety of yourself, other employees, the children or parents attending the place of work.

Enter Yes or No \_\_\_\_\_

If yes, please provide details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**11 Referees' Reports**

Please name and provide contact details below for three people who will support your application as a referee. We will contact the referees and provide them with a report form to complete and return to our Association Office.

Subject to the approval of the referees concerned, referee report forms will be held on file at the Association Office for a maximum of 12 months. They may, at your request, be used for subsequent applications to the Association. It is your responsibility to ensure that previous referee reports are held on file at the Association Office, when making application for a particular vacancy.

| Referee's Name | Referee's Current Position | Contact Details |            |            |       |
|----------------|----------------------------|-----------------|------------|------------|-------|
|                |                            | Work Phone      | Home Phone | Cell Phone | Email |
|                |                            |                 |            |            |       |
|                |                            |                 |            |            |       |
|                |                            |                 |            |            |       |

**12 Personal Information Disclosure Authority**

I, \_\_\_\_\_ hereby authorise the collection of personal information from any current or previous employer, training establishment or other agency or individual, for the purpose of determining my suitability for the kindergarten position for which I am applying, without further reference to me.

Please specify below any agency or individual to whom you do not wish an approach to be made in relation to this application:

\_\_\_\_\_

**Please note that incorrect or misleading information or the omission of important information may disqualify you from appointment or, if appointed to the position, make you liable for dismissal.**

**I certify that to the best of my knowledge all information provided in this application is true and correct.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Position: \_\_\_\_\_

**7 Specific Teaching Skills, Strengths and Interests**

Please list the teaching skills and areas of interest that you (and others who observe your teaching practice) would highlight as particular strengths or features that you will bring to a teaching position.

| <b>Strength or Interest</b> | <b>Examples that demonstrate this as a particular strength or interest</b> |
|-----------------------------|--|
|                             |  |



|  |  |
|--|--|
|  |  |
|--|--|

**8 Overall Suitability for this Position**

Using the selection criteria set out in the job specification for this position, please outline the ways in which you meet the requirements for this role.

**1. Professional/Theoretical Teaching and Learning Knowledge and Practice.**

*Ways in which I meet the specific requirements for this position are:*

*This is supported by the following examples, information and/or evidence:*

**2. Relationships with children, colleagues and parents**

*Ways in which I meet the specific requirements for this position are:*

*This is supported by the following examples, information and/or evidence:*

**8 Overall Suitability for this Position (continued)**

**3. Team work and collaboration**

*Ways in which I meet the specific requirements for this position are:*

*This is supported by the following examples, information and/or evidence:*

**4. Adaptability and Flexibility**

*Ways in which I meet the specific requirements for this position are:*

*This is supported by the following examples, information and/or evidence:*

**8 Overall Suitability for this Position: (continued)**

**5. Wellbeing**  
*Ways in which I meet the specific requirements for this position are:*

  
  
  
  
  
  
  
  
  
  

*This is supported by the following example, information and/or evidence:*

**6. Planning and Organisation**  
*Ways in which I meet the specific requirements for this position are:*

  
  
  
  
  
  
  
  
  
  

*This is supported by the following examples, information and/or evidence:*

**7. Operations and administration**

*Ways in which I meet the specific requirements for this position are:*

*This is supported by the following examples, information and/or evidence*

**8. Personal Attributes**

*Ways in which I meet the specific requirements for this position are:*

*This is supported by the following examples, information and/or evidence*

