



APPLICATION FOR APPOINTMENT

Position applied for	Scale A Teacher		
Surname			
First name(s)			
Full postal address			
Email address			
Contact phone numbers	Private:	Work:	Mobile:

IMPORTANT NOTES FOR APPLICANTS

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 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 these 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. If you are selected for an interview, you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants for non-teaching positions will be asked to give consent to a police vet. Teaching staff are vetted through the registration process. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**

- You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
- The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
- You have paid any fines or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

8. 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 have any queries, please contact the person cited in the advertisement.

Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

Employment History

Please outline your most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Address	Telephone	Relationship (e.g. employer/principal)

Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? <u>If Yes, please note that we may contact these persons.</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Please tick the appropriate boxes:

Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please elaborate:		

Skills and experience related to the position

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? Yes No

If "Yes", please detail:

Do you have a current driver's licence? Yes No

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____ Date _____

The position you have applied for requires specific knowledge, skills, attributes, and personal characteristics. These are stated in the person specification. Even though you are attaching a C.V, please outline below how you meet these attributes and abilities.



PERSON SPECIFICATION

Full Time Scale A Teacher

The school Board of Trustees requires in our teacher an enthusiastic, committed, and flexible thinking professional.

The skills and personal attributes required for the teaching position are:

Personal Attributes:

- A drive and commitment to ensure that the best quality education is delivered to students.
- High expectations of success and the ability to give effect to these expectations.
- Excellent communication skills, which result in well-informed students, staff, and community.
- Ability and flexibility to work co-operatively and effectively with families, teaching staff, support staff, therapy team and agencies.
- Strong interpersonal skills which include communicating orally and in writing, listening, negotiating, consulting, leading, and motivating.
- An awareness of and positive attitude towards bicultural, multicultural and disability issues.
- A sense of humour and propensity for fun.

Skills:

- Have sound knowledge and demonstrated successful experience in providing education for students with special needs.
- A competent trained teacher with recent experience in New Zealand schools.
- Knowledge of and an ability to adapt the New Zealand curriculum to meet the needs of a wide range of students.
- Knowledge of and experience with the IEP process.
- Knowledge and experience in using assistive technology to enhance learning outcomes for students with complex and interrelated needs.
- Strong organisational skills essential including delegating, developing systems, and computer literacy.
- Strong self-management skills including good time management and decision-making.