



August, 2018

Please personally complete the application form.

The application form provides information for the Board of Trustees to assist them in considering your suitability for this position. Failure to supply information would prejudice the Board of Trustees' ability to assess your suitability for the position.

During the appointment process you are entitled to access this information by request to the Board Chairperson. Following the completion of the appointment process, information relating to the successful applicant shall form part of the school's personnel records and will be held at the school premises.

Information relating to unsuccessful applicants will be destroyed.

The above information is provided in accordance with the provisions of the Privacy Act 1993.

**Checklist:**

Please include with this application form:

- Curriculum Vitae/Covering Letter
- A stamped addressed envelope for the return of your CV (if necessary)
- Application Form

**Please forward applications to:**

Confidential Application for Scale A Teacher – Permanent/Fixed Term (as applicable)  
Ellerslie School  
12 Kalmia Place, Ellerslie  
Auckland  
1051  
Attn: Lisa Harland (Principal)

**or email to** [kimp@ellerslie.school.nz](mailto:kimp@ellerslie.school.nz)

**Applications close :** Wednesday 22nd August, 2018, 9am



Kia ora,

Thank you for showing an interest in our school we look forward to receiving your completed application.

Ellerslie School has enjoyed a long history since its establishment in May 1877. Today we are a full primary (Years 1-8) that is an integral part of the Ellerslie Community. One of the strengths of our school is the positive and friendly relationships between the children, parents and staff.

We learn in a supportive, positive and safe school environment that ensures academic, cultural and sporting achievement. We have recently completing a major building project. New innovative learning spaces are up and operational and we are excited about the journey ahead. The staff are fully engaged in professional learning and development to ensure they feel confident to meet the needs of students in the new learning spaces.

The following values, which are incorporated within the School crest, are fostered in the everyday actions and interactions within the school.

- Acknowledging the past: Self reverence (respect)
- Learning for today: Self-knowledge (knowing)
- Preparing for tomorrow: Self-control (manners)
- Whanaungatanga (sense of belonging)

The board of trustees is a supportive and engaged group of people who are committed to quality education in a family friendly environment.

One of our Leadership Team would be happy to show you around the school if you want a guided tour. These can be arranged by contacting the school office ph: 09 579 5477.

*"Nau te rourou, naku te rourou Ka ora te manuhiri"*

*"With your food basket and my food basket the guests will have enough"*

Yours sincerely

Lisa Harland

Principal

**Application for:**

Scale A Teacher -  
Fixed Term / Permanent

Family Name \_\_\_\_\_

First Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Numbers / Email**

Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_ Web site \_\_\_\_\_

I may be contacted at work Yes / No

Do you have a current New Zealand Registration number? Yes / No

Teacher Registration Number: \_\_\_\_\_

Current Employer: \_\_\_\_\_

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

Are you a New Zealand citizen Yes / No

If NO, do you have Permanent Resident Status? Yes / No

If NO, do you have a current Work Permit? Yes / No

**Drivers License**

	Yes	No
Do you have a current New Zealand Drivers License?		
Have you ever been disqualified?		
If Yes, please give details:		
License Number:		

## **Referees**

Please list the names of your referees in the space below.

	<b>Referee one</b>
Name:	
Title:	
School/Company:	
Contact Details (phone and email):	
Relationship to you:	

	<b>Referee two</b>
Name:	
Title:	
School/Company:	
Contact Details (phone and email):	
Relationship to you:	

	<b>Referee three</b>
Name:	
Title:	
School/Company:	
Contact Details (phone and email):	
Relationship to you:	

## **Qualifications Declaration**

All qualifications including Certificates, Degrees and Diplomas held are authentic (*please attach certified copies*).

I certify the information provided is correct and that no relevant material or information has been omitted.

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

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

*Please note that if you give incorrect or misleading information or have omitted any relevant information during the appointment process, you may be disqualified from consideration, or if appointed be liable for immediate dismissal.*

## **Health Declaration**

Have you any health issues or injuries which prevent you taking up this position or limit your ability to perform the requirements of this position?

Yes / No

If 'Yes', please provide full details:

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**Criminal Conviction Declaration**

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences) received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

If YES, please provide date and details of offence(s) in the space below. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I know of no reason why I would not be suitable to work with children/young people.

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 and belief the information given in this application and in my C.V. is correct.

Yes / No

If 'Yes', please provide full details:

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

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

Have you ever changed your name?

Yes/No

Please advise your previous names (you will be required to provide drivers license/passport/birth certificate)

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I consent to undertake a Criminal Conviction History Check or Police Vet, using the required forms?

Yes/No

**Present and Previous Employers**

Are we able to discuss your application with your present employer?

Yes / No

I consent to contact of the referees provided or any other person or organisation necessary to gather information to assess my suitability for the position.

Yes / No

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Are representatives able to visit you, discreetly, in your current workplace?

Yes / No

Do you have any matters relating to yourself currently or previously before the Education Council?

Yes / No

**Teaching Service** – please list all schools and length of service

Position	Salary Scale	School	Date from	Date to

**Reason for leaving previous positions:**

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**Information**

I give permission for the Ellerslie School Board of Trustees to gather information from any person or organisation that the Board deems necessary in relation to the job description and person specification.

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

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

**Declaration:**

*I hereby certify the above information, and any other information supplied by me in applying for the above position, to be true and correct. I authorise the Board of Trustees and its appointments sub committee, to make any reasonable inquiries, including further written or verbal inquiry from referees provided, concerning my background to assist in assessing my suitability for the position I am applying for.*

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

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

N.B: If shortlisted, you will be required to bring to your interview, originals of two types of identification

1. Photo e.g. passport, NZ Drivers Licence

2. The other type of identification may be a birth certificate, bank statement, a bill.

You will also be asked to bring your Practising Teacher Certificate

**You will also be asked to bring your Practising Teacher Certificate**