

APPLICATION FORM

RELIEVING TEACHER (day-to-day)

PLEASE READ THIS SECTION CAREFULLY - IT CONTAINS IMPORTANT CHECK POINTS FOR YOU TO FURNISH A SUCCESSFUL APPLICATION

- Complete this Kindergarten Taranaki application form
- Complete a covering letter (that outlines an overview of your suitability for this position) – refer to the advertisement (attached to application form) for information about this position

Furnish your Curriculum Vitae (no more than 5 pages) and include the following:

Employment history

- Qualifications
- Recent professional learning experiences and impacts on your teaching
- Strengths, skills, interests and expertise – that are relevant to this position
- Curriculum Vitae including comments on how you meet Our Standards for the Teaching Profession (Teaching Council New Zealand / Matatū Aotearoa) including teaching examples of your practice
- Provide the names and contact details of three referees. It is important that these people are able to provide verbal comments on your professional work, one of these must be from a current or last employer who can attest to your professional ability as a Teacher/Head Teacher

SECTION 1: PERSONAL INFORMATION

Full Name: _____

Former Name: _____

Address: _____

_____ Postcode _____

Email: _____

Home: () _____ Work: () _____

Mobile: _____

SECTION 2: QUALIFICATIONS

Qualifications: _____

NB: If granted equivalency by the NZ Qualification Authority a copy of equivalency certificate must be enclosed

Teacher Registration No. _____ Expiry _____

Current First Aid Certificate is required Date Issued _____

VERIFY QUALIFICATIONS: Qualifications must be verified by a Justice of the Peace(JP), barrister or solicitor of the High Court, or Registrar or Deputy Registrar of the Court, and include evidence of change of name if applicable. The copy with original signature must be forwarded to the Association.

SECTION 3: PRIOR SERVICE

Dates from/to	Total Years & Months	Hours per week	Qualified Teacher? No/Yes	Position Title	Employer	Proof of Service attached

SECTION 4: REFEREES

Please supply the names and addresses of your most recent employer and two other persons (these persons could also be a previous employer) who can supply personal information for the purpose of determining your suitability for employment in a Kindergarten.

1. NAME (Employer): _____

Mobile: _____

Landline: _____

Email: _____

2. NAME (Employer): _____

Mobile: _____

Landline: _____

Email: _____

3. NAME (Employer): _____

Mobile: _____

Landline: _____

Email: _____

SECTION 5: DECLARATIONS

TEACHER REGISTRATION DECLARATION:

Have you ever been dismissed from a teaching position in any country? YES / NO
Have you ever had teacher registration refused or cancelled in any country? YES / NO
Are there any matters for which you are currently under investigation which may call in to question whether you meet the Teaching Council’s Standards for the Teaching Profession? YES / NO

MEDICAL DECLARATION:

Is there any reason why you may not be able to perform the essential function of the position you are applying for? YES / NO
If ‘YES’ please provide brief details:

CONVICTION DECLARATION:

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)? YES / NO
If ‘YES’ please provide brief details:

NB: Applicants must disclose all criminal convictions unless covered by the Clean Slate Act 2004 – go to the Ministry of Justice website for further information.

PERSONAL INFORMATION DISCLOSURE AUTHORITY:

I, _____ hereby authorise the collection of personal information from any current or previous employer, training establishment, 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.

NB: Your authority is required in accordance with the provisions of the Privacy Act 1993.

NB: 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.

Applicant’s Signature: _____ **Date:** _____