



IMPORTANT NOTES for APPLICANTS

Thank you for applying for the position of Deputy Principal at Wairakei Primary School. Please ensure you have a copy of the position description before completing this application.

1. Please fully complete this form personally. First, read it through, 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.
 3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
 4. If you are selected for an interview you may bring whānau/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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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. All applicants will be required to give consent to a Police vet.
 7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
b) The Clean Slate Act 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
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
 - you have paid any fines or costs
- Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.
8. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's Regulations 2015](#).
 9. This information will be held by the employer. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 2020.

¹**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

APPLICATION FOR EMPLOYMENT

Surname	First names in full	Preferred name

Are you known by any other names?		If yes, please provide below
No	Yes	

Full postal address

Email address

Contact phone numbers	
Personal:	Business

Identity Verification, Criminal Record and Right to Work	Yes	No
<u>Immigration information</u> Are you a New Zealand citizen? If not, do you have resident status, or a current work permit? Please provide details:	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Have you ever had a criminal conviction? If "Yes" please detail:	<input type="checkbox"/>	<input type="checkbox"/>

<p>Have you ever received a police diversion for an offence?</p> <p>If “Yes” please detail:</p>		
<p>Have you ever been discharged without conviction for an offence?</p> <p>If “Yes” please detail:</p>		
<p>Do you have a current New Zealand driver’s licence?</p>		
<p>Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?</p> <p>If “Yes” please detail:</p>		
<p>Are you awaiting sentencing or do you have charges pending?</p> <p>If “Yes” please state the nature of the conviction/cases pending:</p>		
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job?</p> <p>If “Yes” please detail:</p>		
<p>Have you ever been the subject of any concerns involving child safety?</p> <p>If “Yes” please detail:</p>		
<p>Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?</p> <p>If “Yes”, please detail:</p>		
<p>For teaching/principal positions:</p> <p>Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?</p> <p>Please enter your registration number:</p>		

EDUCATION QUALIFICATIONS

Please include copies of the appropriate documents with your application.

Qualification	Year of completion	Institute

RECENT EMPLOYMENT HISTORY

Please outline your most recent employment history, (last ten years) beginning with current or latest employment.

Position held	School / Employer	Reason for leaving	Period worked	

REFEREES

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer.

We will contact referees as required, so at this stage other than the details below, no further action is needed from you.

Name	Organization	Position/ Relationship	Phone	Email

Authority to Approach Other Referees:	Yes	No
I authorize the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability		

for appointment to the position. This information will be recorded for the Appointment Committee to consult.		
I authorize the Board, or nominated representative, permission to access any information held by the Education Council, including matters under investigation, to gather information related to my suitability for appointment to the position.		

KEY CRITERIA

Bullet points only

Criteria <i>(knowledge, skills, attributes, personal characteristics)</i>	Past roles in which you have demonstrated the criteria	What did you do that demonstrated this? Name the referee who can attest to this.	Key achievements / outcomes
Experienced educational leader with a passion and commitment to leading teaching and learning			
Proven track record of leading the implementation of engaging learning programmes that raise student achievement			
Strong evidence based approach to teaching and learning			
Sound knowledge of behaviour management strategies to support the diverse needs of our learners			

Critical thinker who is discerning and focused on ensuring high quality learning opportunities through the enactment of our vision of "Rising to Success" and POWER values			
Ability to build and sustain positive, culturally responsive relationships, with all members of the school community			
Actively lead, model and promote the principles of the Te Tiriti o Waitangi			
Model and have evidence of ongoing professional growth			
Deputise for the Principal, providing informed, calm and steady leadership when required.			

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 2020 that I have authorized access to referees.
- I know of no reason why I would not be suitable to work with children/young people.

- 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:

Note: If you are shortlisted for an interview you will be asked to provide a signed hard copy of this application form.

Application Checklist	Yes
Completed all sections of the Application Form	
Completed three referee contact details	
Included a Curriculum Vitae which clearly addresses the job description AND a letter of application which addresses the person specifications for the position.	
Please email your completed application pack to be received by 5pm on Wednesday 2 April Jo Wilson Consultant to Wairakei Primary School. jo.wilson@leadinglearning.co.nz	