

West End School

Te Kura o Urumutu



Principal/Tumuaki
Gary Punler

196 College Street
Palmerston North
Telephone: (06) 358 2465
Facsimile: (06) 359 4278
Email: office@westend.school.nz
Web Site: www.westend.school.nz

5 October 2011

Dear Applicant

Thank you for your interest in the permanent Teacher position commencing 25 January 2012. This teaching position is currently in the middle school – Year 3-4.

On the Application Form please provide information related to 1 and 2 as follows:

1) **Person Specification**

We seek applications from motivated and reflective NZ Registered teachers who are willing and committed to participating and contributing to a highly successful learning environment. This includes a willingness to contribute to the learning of others and learn from others. Further it includes supporting a positive culture centred on children's learning utilising the parent and wider community and enhancing teacher capability and celebrating the success of both as learners.

2) **Job Specification**

Demonstrate your qualifications, knowledge, skill and experience in:

- ✓ The NZC including formative teaching and assessment practices across the curriculum.
- ✓ Fostering positive relationships with children, staff, parents/caregivers and colleagues.
- ✓ Catering for individual needs of students particularly those children who are Tangata Whenua, have special teaching needs, including QRRS funded children, and our 'digital natives'.
- ✓ Curriculum inquiry and integration.

Your application should include the following:

- Covering letter
- Completed Application Form - including your signature
- C.V. and/or portfolio

Please state any other strengths that you feel would benefit West End School.

Applications close Friday 28 October at 3:00 pm. Visits to applicants in own schools (if applicable) and interviews will be conducted in the week beginning 7 November 2011.

If you would like to visit West End School please feel free to make an appointment with Principal Gary Punler. Only hardcopy applications with signature will be accepted.

Yours sincerely

Gary Punler
PRINCIPAL

TIMELINE FOR APPOINTMENT OF

Permanent Teacher – West End School

Advert in The Manawatu Standard	Saturday 8 October 2011
Closing date for hard copies of applications to be received by: Principal West End School 196 College Street Palmerston North	Friday 28 October 2011 3:00 pm
Shortlisting of candidates and visit.	Week beginning Monday 31 October 2011
Interviewing of shortlisted candidates.	Week beginning 7 November 2011
Interviewed candidates advised of result.	Friday 11 November 2011
Successful candidate takes up new position.	Wednesday 25 January 2012

application for appointment

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 the 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 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. Shortlisted applicants will be asked to give consent to a police vet. 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 fine 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.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

APPLICATION FOR APPOINTMENT

Position applied for

Location

Vacancy/Reference No.

Teacher - permanent position	West End School, Palmerston North	MOE No if applicable _____
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Tick One

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family Name	First Names (in full)

Full Postal Address

Contact Telephone Number

Private:	Business:

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 A current work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction? <i>(convictions that fall under the clean state scheme do not have to be disclosed)</i>	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:		
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 <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
Do you have a current driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 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)

Authority to approach other referees: I authorise 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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