

Application Form - Teaching Staff

*Before completing this form please read it through carefully, taking note of the information provided on the vacancy advertisement. **Late or incomplete applications will not be accepted.***

Emailed applications are preferred – please submit these to: Marie@ruahinekindergartens.org.nz
Alternatively, hand-deliver or post to: Ruahine Kindergartens, 597 Main Street, Palmerston North 4410

- The information you provide on this application form is collected for the purpose of assessing your suitability for employment.
- This form will be retained in a secure location for one year.
- You have a right of access to personal information (excluding any material of an evaluative nature) and to seek any correction you think necessary to ensure accuracy.
- Any additional material to support this application should be on A4 paper.
- DO NOT staple documentation or submit this in folders/binders.
- Should you be invited to interview, please bring original or certified copies of your qualifications and proof of eligibility to work e.g. passport, birth certificate, work visa.
- A full application is required for each position applied for. Please include your CV and covering letter. Previously submitted documentation cannot be transferred to new vacancies.
- You should provide complete, accurate information in answer to each question unless otherwise advised, regardless of whether you consider it relevant to the position applied for.
- Should you fail to fully complete any section(s) of this form or your application is late, your application for employment will not be given further consideration.

Applicant Details

Full Legal Name:

Known by any other name:

Former Name, if any:

Home Address:

Home Phone Number:

Mobile Phone Number:

Email:

Where did you originally see this position advertised?

Position

Position you are applying for:

Kindergarten:

Teacher Registration Number:

Full

STC

PRT

Date issued:

Expiry date:

Current First Aid Certificate: Yes No If no, date expired:

Please provide details of your education and any qualifications relevant to this position. *Should you be invited to interview, please bring original or certified copies of all your qualifications.*

Qualification:

Date issued:

Issuer of qualification:

Qualification:

Date issued:

Issuer of qualification:

Qualification:

Date issued:

Issuer of qualification:

Qualification:

Date issued:

Issuer of qualification:

Please provide details about your current and past employment. For each position, please indicate whether it was full time(FT), part time(PT) or relieving (RE):

Current employment position and organisation:

FT RE PT weekly hours?

From (month/year)

To (month/year):

Reason for seeking an alternative position:

Previous employment position and organisation:

FT RE PT weekly hours?

From (month/year):

To (month/year):

Reason for Leaving:

Previous employment position and organisation:

FT RE PT weekly hours?

From (month/year):

To (month/year):

Reason for Leaving:

Please provide details about the focus of your current professional development:

Please provide details of professional development completed during the past 3 years:

Please list your teaching skills and areas of interest which are particularly relevant to a teaching position at Ruahine Kindergartens; please provide examples which demonstrate your strengths:

Overall Suitability for the position:

Please provide details of any other **relevant experience** in support of your application, excluding early childhood teaching positions:

Please list the ways in which you meet the selection criteria and attributes for this position, with regard to the **teaching and learning environment**:

Please list the ways in which you meet the selection criteria and attributes for this position, with regard to **communication within teams and with the community**:

Describe how you implement effective **te-tiriti-based practices** that reflect your commitment to New Zealand's bicultural heritage?

How do you motivate and support others in their **continuous professional development** and encourage an open and reflective professional culture?

Please describe your **personal teaching philosophy** and provide examples of how you evidence this in daily practice:

Please provide details of relevant **administrative and organisational skills** you have developed:

Note: You are not required to disclose any charges or convictions eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004 in response to the questions in this section.

Have you ever been charged with or convicted of a criminal offence? Yes No

If yes, please provide brief details:

Are you awaiting hearing of any charges for any offences? Yes No

If yes, please provide brief details:

Are you aware of any charges the Police may consider laying against you? Yes No

If yes, please provide brief details:

Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem?

Yes No

If yes, please provide brief details:

Have you ever had an injury or medical condition or gradual process injury or disease or infection that may be caused by, aggravated or further contributed to by the tasks outlined in the job description?

Yes No

If yes, please provide details:

Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for? Yes No

If yes, please provide details:

How many days absence in your last 12 months of employment were stated by you or a medial practitioner to be due to sickness, injury and/or accident?

0-2 3-5 6-10 11-15 16-20 Over 20 days

Do you have the right of permanent residence in New Zealand or a valid work permit? Please bring evidence if you are interviewed for this position.

Yes No

Do you intend to engage in other paid work or Voluntary position whilst in this position?

Yes No

If yes, please provide brief details:

Provide details of referees you authorise us to contact to discuss your suitability for employment, including your current employer; we will make contact only if you are the preferred candidate.

1/ Name:

Place of work:

Position:

Relationship to you:

Phone:

Email:

2/ Name:

Place of work:

Position:

Relationship to you:

Phone:

Email

3/ Name:

Place of Work:

Position:

Relationship to you:

Phone:

Email:

Please indicate your consent to the collection of personal information in support of this application:

I,

(please write your full name)

Declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is give, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.

Signature:

Date:

Referee Form –Teaching Staff

*Thank you for providing a reference as this is a crucial aspect of our appointments process. Please note that **late referee forms will not be accepted.***

Emailed applications are preferred – please submit these to: **Marie@ruahinekindergartens.org.nz**

or post to: *Ruahine Kindergartens, 597 Main Street, Palmerston North 4410*

Note to Applicants: When forwarding a hard copy of this form to your referee, please include a copy of the selection criteria and attributes relevant to the position and advise the closing date for applications. If your Referee wishes to provide a hard copy reference, please include a stamped, addressed envelope with this form. When completed, this should be sent to: Senior Human Resources Advisor, Ruahine Kindergarten Association, 597 Main Street, Palmerston North 4410.

Note to Referees: Your name has been provided by the Applicant below as a person able to comment on the Applicant’s qualities as a teacher. The information you supply will be used solely for the purposes of determining the Applicant’s suitability in relation to other applicants for the position below and will remain confidential to those persons directly involved in the appointments process. This report will not be disclosed to the Applicant unless your prior consent has been given. Please indicate below whether you give consent to disclose any information contained within this report to the Applicant.

I give consent to disclose this report to the Applicant

I do not give consent to disclose this report to the Applicant

The remainder of this form is to be completed by the Referee

Referee Details

Name of Applicant:

Position applied for:

Name of Referee:

Organisation:

Position:

Contact phone number:

Email:

Reference

In what capacity do you know the Applicant?

Position held by the Applicant:

How long was the Applicant in this position?

Did the Applicant report directly to you? Yes No

Please briefly describe the duties and responsibilities of this Applicant:

What would you say are the Applicant's areas of teaching excellence:

What are the most notable qualities this teacher demonstrates when interacting with children?

Please describe some of the innovative practices that you have seen the Applicant engage in or lead:

Please describe some of the te-tiriti based practices you have seen the Applicant engaged in or lead:

How would you evaluate their overall performance as compared to others who have held the same or similar positions – why?

How well did the Applicant interact with colleagues?

How well did the Applicant interact with families and the community?

In a disagreement or conflict situation, how would you expect the Applicant to respond?

What administrative activities was the Applicant involved in on a regular basis?

How would you describe the Applicant's work habits e.g. organisation skills, time management, prioritising, meeting deadlines, initiative taking etc.,

How would you describe the Applicant's ability to accept direction/instruction?

Considering the selection criteria and attributes provided, please provide your opinion on the Applicant's suitability for the position:

In what areas of practice could the Applicant further develop?

Please comment on any personal attributes of the Applicant which you consider relevant:

Was there ever any reason to question the Applicant's honesty or integrity and if so, what?

What was the Applicant's reason for leaving the position?

Would you employ the Applicant again? Why/why not?

I certify to the best of my knowledge that the information contained in this report is a factual representation of the Applicant and his/her abilities:

Your name:

Your signature:

Date:

Declaration