



# GeraldinePrimary

*Desire to Learn, Aspire to Achieve*  
*Whaia e koe te iti Kahurangi*

## APPLICATION FOR APPOINTMENT

### Deputy Principal (4 permanent units, 0.5 release time)

**Please note:** to apply for this position you must be a fully NZ Registered Teacher

#### Personal Details

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

#### Tertiary Educational Qualifications (either fully or partially completed)

Institution	Qualification obtained	Date Awarded

#### Teacher Registration Details

Are you a fully New Zealand registered teacher Yes / No

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

Expiry \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Ability to work in New Zealand

Are you a New Zealand citizen Yes / No

If not, do you have permanent resident status, or N/A Yes / No

A current Work Permit N/A Yes / No

**Teaching employment details – most recent first**

School	Position	Year level(s)	Date begun	Date ended	Reason for leaving

**Curriculum strengths and personal interests**

What curriculum strengths and personal interests will you bring to the position that will be of benefit to our school?

**Year level preference**

Please state your year level preference(s) for the teaching component of this position.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Convictions Against the Law**

Have you ever been convicted of any offence against the law (apart from minor traffic offences)?

Yes / No

If yes, please enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Register of the Court concerned. The copy should be accompanied by any comments regarding the offence that you wish to make. Give full details.

Have you ever received Police diversion for an offence?

Yes / No

If yes, please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?

Yes / No

If yes, please detail:

Are you awaiting sentencing or have a charge pending with the Courts or Teaching Council?

Yes / No

If yes, please detail:

Have you been the subject of any concerns involving student or child safety? Yes / No

If yes, please detail:

Are there any additional factors that we should know about to help us assess your suitability for this position?

Yes / No

If yes, please detail:

**Medical conditions**

Do you have any medical conditions or injuries that may inhibit your ability to effectively carry out the functions and responsibilities of this position, or which may be aggravated or further contributed to by the functions and responsibilities of this position?

Yes / No

If you have answered yes to the above question, please specify below, adding additional sheets if required.

## **Referees**

Please name three referees who can be confidentially contacted to support your application. These referees should know you in a professional (i.e. teaching / leadership) capacity.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ (hm) \_\_\_\_\_ (mob)  
Capacity in which known: \_\_\_\_\_
  
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ (hm) \_\_\_\_\_ (mob)  
Capacity in which known: \_\_\_\_\_
  
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ (hm) \_\_\_\_\_ (mob)  
Capacity in which known: \_\_\_\_\_

## **Declaration and Authorisation**

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Geraldine Primary School Board of Trustees responsible for any omission or misstatements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, Curriculum Vitae and references will be held by the Geraldine Primary School Board of Trustees to be used for the purpose of evaluating my qualifications, experience and suitability for employment at Geraldine Primary School.
3. I understand that if I withhold or do not submit relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
4. I understand that I am entitled to have access to relevant information retained by the Geraldine Primary School Board of Trustees (except exemptions under the Privacy Act 1993 provided in confidence by referees or Geraldine Primary School Board of Trustees evaluative material). I understand that I am able to request correction of the information that I submit as part of my application.
5. I consent to the Appointment Committee personnel making such enquires with organisations including but not limited to former employers, the Teaching Council of Aotearoa New Zealand or other such bodies that may be relevant to my employment. I understand that all such enquiries will be done sensitively and in confidence.

**Applicant's Signature:** \_\_\_\_\_

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

## **Application Requirements**

Your application should include the following:

- ✓ Covering letter
- ✓ Application form
- ✓ Curriculum Vitae

All applications should be emailed to:

Andrew Leverton - Principal

principal@geraldine.school.nz

**by 3pm Wednesday 24 July.**