



## **POROUTAWHAO SCHOOL**

# **APPLICATION FORM 2022 (SCALE A TEACHER) (Permanent Full Time)**

### **Our School's Purpose (MISSION STATEMENT):**

*'To provide opportunities for all students to develop attitudes, skills and knowledge to be life-long learners.'*

School Address	796 State Highway 1 Levin R.D.12 5510
School Phone	(06) 368-6015
e-mail address	principal@poroutawhao.school.nz

### **NOTES TO APPLICANT:**

1. Please complete all sections of this **application**.
2. You may attach separate sheets where necessary.
3. Attach a copy of a **covering letter** summarising your suitability using the advertised skills and attributes we are looking for as reference
4. Attach a copy of your **Curriculum Vitae** including experience, recent PD and passions/skill that you would lead at the school
5. Please do not submit original copies of legal/formal documents. Proof of identity, current registration and qualifications will be required if appointed
6. All applications are to be received by the Principal by 10 a.m. on the 26th of September 2022.



**Appointment time-line:**

**Please note this is an indication only. We reserve the right to vary all but the closing dates for applications. We retain C.V.s until the end of the process when they will be returned, if a pre paid envelope is included.**

Applications close:	26th Sept 2022,(10.00am)
Candidates short-listed	27th Sept
Interviews	28th Sept - 30th October
Appointment confirmed:	3rd Oct
Commencement date:	28th of January 2023

7. All correspondence should be labeled “CONFIDENTIAL APPLICATION” and either surface mailed to:

The Principal  
Poroutawhao School  
796 State Highway 1  
RD 12  
LEVIN

or emailed to principal@[poroutawhao.school.nz](mailto:principal@poroutawhao.school.nz)

8. Any enquiries regarding the application can be directed to The Principal with contact details as follows:

Nikki Harland  
Phone: (06) 368 6015  
Email: [principal@poroutawhao.school.nz](mailto:principal@poroutawhao.school.nz)

## **POROUTAWHAO SCHOOL JOB APPLICATION FORM**

### **POSITION: SCALE A TEACHER 2023**

**PERSONAL DETAILS:**

Full Name:

Address:



Contact Phone Numbers:

Home ( )

Work ( )

Mobile:

Email:

D.O.B.:

Gender I identify as:

Registration Number:

Expiry:

Tertiary Qualifications:

**CURRENT / MOST RECENT EMPLOYMENT:**

Name of Employer:

Address:

Employer Contact Phone Numbers:

Work:

Mobile:

Email:

Position Held:

Date Commenced:

Date Finished:

**REFEREES:**

(1)

Name:

Position

Address:

Contact Phone Numbers:

Home

Work

Cellphone

email

Relationship to Applicant:



**(2)**

Name:

Address:

**(2 cont.)**

Contact Phone Numbers:

Home

Work

Cellphone

emial

Relationship to Applicant:

**(3)**

Name:

Contact Phone Numbers:

Home

Work

Cellphone

email:

Relationship to Applicant:

**Personal Statement:** (outline the skills, experience and attributes your referees will attest fit our requirements as stated on the Gazette ad and Person Specifications below).

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*If yes to any of the below questions, please provide date and details of additional information on a separate sheet.*

**CONVICTION DECLARATION:**

Have you ever been convicted of an offence against the Law? (apart from minor traffic violations that did not result in loss of licence or imprisonment)

NO

YES

*(Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned).*

Applicants Signature:

Date:

**CHILD SAFETY:**

Have you ever been the subject of any concerns around child safety?

NO

YES

Applicants Signature:

Date:

**REGISTRATION DECLARATION**

I certify that I am registered as a New Zealand Teacher and am a citizen, permanent resident or have a current work visa. (highlight which one applies)

Applicants Signature:

Date:

**MEDICAL DECLARATION:**

Please find detailed any illness or injury I have suffered that may affect my ability to effectively carry out the duties and responsibilities of the position.

*I understand that any false information given in relation to my medical history, may result in my loss of entitlement for any compensation from ACC or the Board's workplace insurer.*

Applicants Signature:

Date:

**SUITABILITY:**

In addition to those questions asked, are there any other factors that we should be aware of to assess your suitability for this position?

NO

YES

Applicants Signature:

Date:

**VACCINATION:**

This role is covered by the COVID-19 Public Health Response (Vaccinations) Order 2021, so applicants must be able to demonstrate either a valid vaccination status or have a certified medical exemption. Are you willing and able to produce documentation to show adequate vaccination status?

NO

YES

Applicants Signature:

Date:



I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised 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.

Applicants Signature:

Date:

*Please Print this page, sign and send as a pdf. to [principal@poroutawhao.school.nz](mailto:principal@poroutawhao.school.nz)*

## **PERSON SPECIFICATIONS**

### **POSITION: Scale A Teacher, Poroutawhao Primary School**

The appointee will possess the following attributes and skills:

- ◆ A genuine concern for and about children - their emotional, social, intellectual and spiritual well-being
- ◆ Ability to promote our Values; Consideration, Communication, Collaboration and Creativity in the school and classroom daily
- ◆ Strong, positive, relationship based classroom management skills
- ◆ Knowledge and skill in modern teaching and learning practice
- ◆ Experience and/or interest in teaching at your preferred year level
- ◆ A sense of humour and positive 'can do' attitude, solutions focused approach
- ◆ Up-to-date knowledge of the curriculum
- ◆ Ability to motivate and inspire learners and colleagues
- ◆ Ability to contribute to the positive staff culture
- ◆ Ability to treat EVERYONE, regardless of age or title, with respect and kindness
- ◆ Effective interpersonal and communication skills



- ◆ Desire to continue your own professional development and a growth mindset
- ◆ Ability to work as a team member with staff and parents
- ◆ Willingness to promote the important values, skills and attitudes within the school as identified by our community
- ◆ Ability to involve the community in the school and self in the community