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: oamaruka@ihug.co.nz

Alternatively, hand-deliver or post to: Oamaru Kindergarten Association, 138 Thames Street, P O Box 71, Oamaru 9444

- **The information you provide on this application form is collected for the purpose of assessing your suitability for employment.**
- **When authorised by the applicant, attachments to this application form will be retained by the Association for a maximum of 12 months. Except when requesting the use of previously submitted attachments, all supporting material must be attached to this application form. (Refer to Future Use Section).**
- **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 send original documents and do not enclose material that is bound or in clearfile folders, or similar.**
- **Use black pen and/or ensure that word processor material is dark enough to photocopy.**
- **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.**
- **Should you be invited to interview, please bring the following:**
  - **Original or certified copies of your qualifications;**
  - **proof of identity – including 1 x photo ID e.g. passport or drivers licence;**
  - **proof of eligibility to work e.g. passport, birth certificate, work visa;**
  - **if applicable proof of name change;**
  - **proof of residence in community e.g. letter with your residential address;**
  - **current Teacher Registration Practising Certificate; and**
  - **current First Aid Certificate.**
- **A full application is required for each position applied for. Please include your CV and covering letter.**
- **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.**

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 you are applying for:

Kindergarten:

Education and Teacher Registration

Teacher Registration Number:

◯ Full STC ◯ PRT ◯

Date issued: Expiry date:

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

Please provide details of any professional organisations you are a current member of (if relevant to this position):

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:

Employment History

Please provide details about your current and past employment and where appropriate include details for the preceding 5 years. 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:

Overall Suitability for the position:

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

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:

What experience do you have using **Infocare** or similar student management system:

General

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:

Referee Reports

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. Please ensure each referee completes an OKA Referee Report.

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:

Future Use

Please indicate whether you want the attachments to this application form held on file for a maximum of 12 months in order that they can be used with future application for vacancies of a similar nature.

Yes ◯ No ◯

Declarations

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

I, *(please write your full name),* hereby authorise the collection of personal information from any current or previous employer, training establishment or other agency or individual, for the purpose of determining my suitability for the kindergarten position for which I am applying, without further reference to me. Please specify below any agency or individual to whom you **do not** wish an approach to be made in relation to this application *(N.B. Your authority is required in accordance with the provisions of the Privacy Act 1993)*:

I 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.

I certify that to the best of my knowledge all information provided in this application is true and correct.

Signature:

Date: