



The Oamaru Kindergarten Association (OKA) operates five (5) kindergartens across the North Otago region. We are inviting applications for the following permanent 0.30 teaching position working across 4 days, in friendly Oamaru. It is anticipated the successful applicants will commence as soon as possible.

(1) Teacher Position: Salary Scale K1
Vacancy 01/21 Casa Nova Kindergarten, Oamaru

Casa Nova Kindergarten currently operates 6-hour sessions, 5 days per week for 30 children with a 1:10 teacher to child ratio. The successful applicant will work within the current team with 4 other teachers and a teacher aide.

Applications close **5.00 p.m. Friday, 22nd October 2021**. All applicants must hold a current first aid certificate, a recognised early childhood teaching qualification and be a New Zealand registered teacher.

The Association offers leadership opportunities, great working conditions, high quality professional support to all teaching teams, and ongoing professional development.

For a position description, application pack and further information please either download from www.oamarukindergarten.co.nz or contact the General Manager, 209 Thames Street, Oamaru 9400. Phone (03) 434 2422 or email: gm@oamarukindergarten.co.nz.



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 referee forms are preferred – please submit these to: gm@oamarukindergarten.co.nz.
Alternatively, hand-deliver or post to: Oamaru Kindergarten Association, 209 Thames Street, Oamaru 9400

Note to Applicants:
When forwarding a hard copy of this form to your referee, please include a copy of the position description and attributes and advise the closing dates 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 General Manager, Oamaru Kindergarten Association, 209 Thames Street, Oamaru 9400.

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 you 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.

This section is to be completed by the applicant.

Applicant

Name of Applicant: _____
Position Applied for: _____
Kindergarten: _____
Closing Date for this Position: _____

The remainder of this form is to be completed by the referee.

Referee Details

Full Name of Referee: _____
Organisation: _____
Position: _____
Address: _____
Home Phone Number: _____
Work Phone Number: _____
Mobile Phone Number: _____
Email: _____

OUR KINDERGARTENS

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 of similar positions – why?

How well did the Applicant interact with colleagues?

How well did the Applicant interact with families and 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. organisational skills, time management, prioritising, meeting deadlines, initiative taking etc.

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

Considering the job description 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 every any reason to question the Applicant's honesty or integrity and if so, why?

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

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

Future Use

Please indicate whether or not you agree to this reference being held on file for a maximum of 12 months in order that it can be used with future applications to this Association for vacancies of a similar nature.

Yes No

Declaration

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.

Full Name:

Signature:

Date:



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: gm@oamarukindergarten.co.nz
Alternatively, hand-deliver or post to: Oamaru Kindergarten Association, 209 Thames Street, Oamaru 9400

- 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.
- Please ensure each referee listed on page 6 has completed and returned (prior to the closing date) an OKA Referee Report.

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: _____

OUR KINDERGARTENS

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:

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:

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:

Overall Suitability for the position:

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:

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. **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:

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

Referee Reports

Future Use

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:
