



**Tainui Street
Tokoroa 3420
New Zealand
Phone: 07 886 9860
Website:
www.tainuifullprimary.school.nz**

Tania Morrison
Principal
Tainui Full Primary School
TOKOROA 3420
Phone: 0220 664860
E-mail: principal@tainuifullprimary.school.nz

November/December 2017

Dear Applicant

Thank you for inquiring about the U5, Decile 2, Junior School Scale A position, as recently advertised online in the New Zealand Education Gazette. The job description for this position is based on the professional standards for teachers, as stated in the relevant NZEI Collective Agreement, and the Teacher's Registration Criteria.

You are welcome to visit Tainui Full Primary School at any time by making arrangements through contacting me; details above.

Should you decide to proceed with your application, we require from you the following:

1. Curriculum Vitae
2. Application
 - Cover Letter
 - Application Form

All to be sent in electronically in PDF to Diane John, School Secretary
djohn@tainuifullprimary.school.nz

Note, there is no Referee's Report required to be completed for your application, however the Application Form requires you to list 3 Referees for phone interviews.

Applications close on **Friday 8 December 2017 at 4:00PM.**

Interviews will take place on **Friday 15 December** in the afternoon.

The successful applicant will commence their employment at Tainui Full Primary School at the beginning of **Term 1, 2018.**

Our *Call Back Days* for 2018 will be **23, 24, 25 January.**

The following are key dates in our appointments procedures;

Friday 8 December	Applications close; 4:00PM
Monday 11 December	Shortlisted applicants notified for interview
11-14 December	Referees Phoned
Friday 15 December	Interviews
15 or 16 December	Applicants interviewed notified of outcome of Interviews.

Check out our website for further information about our great school.

Appointee to commence beginning Term 1, 2018

Should you have any concerns or queries, please contact me, phone 022 0664 860 or email principal@tainuifullprimary.school.nz

In advance of receiving your application, thank you for your interest, time and effort in completing your application.



Tania Morrison

Principal
Tainui Full Primary School



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EMPLOYMENT APPLICATION FORM

Junior School Scale A Position U5, Decile 2, Year 1 to 8 Commencing Term 1, 2018

Attached is an employment application form which you are requested to complete.

The application form is a source of information which will be used by the Board to assist it in considering your suitability for the position for which you are applying. Failure to supply the information requested would prejudice the Board's ability to accurately assess your suitability.

Following completion of this appointment, information relating to the successful applicant shall form part of the school's personnel records and will be held at the school premises.

Information relating to unsuccessful applicants will be destroyed upon finalization of the appointment, unless you provide a stamped, self-addressed envelope for return of your Curriculum Vitae file and your Application file. The above information is provided in accordance with the Privacy Act 1993.

Personal Information

Surname:	Preferred form of address - optional									
Christian names:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Mr</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">Mrs</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">Ms</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">Miss</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">Dr</td> </tr> </table>	Mr		Mrs		Ms		Miss		Dr
Mr		Mrs		Ms		Miss		Dr		
Address:	Telephone:									
	Private Mobile									
	()									
	Fax:									
	()									
Are you legally entitled to work in New Zealand?	Email:									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No								
Yes	No									
Where appropriate, please attach evidence of eligibility to work in New Zealand.										
Teacher Registration Number:	Expiry date:									
MoE Number:										

Teaching Qualifications

Institution	Year Awarded
Diploma of Teaching	
Higher Diploma of Teaching	
Bachelor Degree of Teaching	
Honors Degree	
Masters Degree	
Post Graduate Educational Leadership	
Master of Educational Leadership	
Other Academic Qualifications	

Current Employment

Position Held:	
Year Appointed:	
School:	
Grade:	
Location:	

Total length of certificated service:	Years
For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?	
Yes	No

Referees

Please provide names, addresses and contact number of three (3) referees, one of whom is a current or previous Principal who can attest to your professional skills. Referees may be phoned as part of the appointment process.

	1	2	3
Name			
Position			
Address			
Telephone Numbers	(Home) (Work) (Mobile) (Email)	(Home) (Work) (Mobile) (Email)	(Home) (Work) (Mobile) (Email)
Capacity in which you have known this person.			

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorize the information sought to be released to the Tainui Full Primary School Board for the purposes of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Signature:

Date:

Declaration

I, (full name) declare that to the best of my knowledge the information provided in this application and in my curriculum vitae, is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, can result in my loss of entitlement for any compensation from ACC.

Applicant's Signature: _____

Date: _____

Checklist ✓

Please complete and provide as your application the following 2 files:

Your Curriculum Vitae

Your Application

- **Cover Letter**
- **Application Form**

Note: Applications close 4:00pm, Friday 8 December, 2017

Please send your application form, covering letter and CV electronically to Diane John, School Secretary djohn@tainuifullprimary.school.nz

Thank you for your interest in applying for this position.

Tania Morrison
Principal
Tainui Full Primary School