



St Anne's Catholic School, Whanganui

Where excellence is valued and the spirit of Jesus lives



St Anne's Catholic School

Application Pack

March 2020

Scale A Full Time Permanent – Untagged Position

Mission-Vission-Values

*Where excellence is Valued and the Spirit of Jesus Lives:
Developing Connected, Empathetic, Confident, Actively Involved, Lifelong Learners
with a strong Catholic faith.*

- **Excellence** - Do ordinary things extraordinarily well.
- **Courage** - Have courage and perseverance,
- **Service** - See a need and do something about it,
- **Aroha** - A big hearted love.

...for self, others and the environment

**WE NEED
YOU!**





COVERING LETTER

24th March, 2020

Dear Applicant,

Thank you for expressing an interest in the vacancy for our position at St Anne's School Wanganui. This position commences term 2 (start date negotiable within the term).

St Anne's is a Catholic School set in beautiful and open grounds adjacent to the Parish Church in Raine Street, Whanganui East, catering for Year One to Year Eight.

St Anne's is held in high esteem in the Whanganui community for the strong values it has and for the high expectations in the areas of learning, sport, behaviour and attitude. These high expectations are achieved with the help of families who actively support all aspects of this school.

The school has a Decile Rating of 6, and it reflects a real cross-section of society. The school places an important emphasis on striving for Excellence and forging strong relationships within the community. As a result of this it enjoys an excellent relationship with family and whanau. The parents all have high expectations of the school, and positively support the school programmes and personnel.

Our children are highly engaged and motivated with their learning and we strive to provide a rich and rewarding curriculum for them. Staff are very well supported in our school, where they have access to outstanding professional learning and development to support them with our teaching and learning approach.

Attached is the application pack for the position at our school. Should you have any further questions about the position, you are welcome to contact me on 027 517 9915 or email principal@stannes.school.nz.

I look forward to hearing from you.

Applications should be addressed to principal@stannes.school.nz or posted to
'Confidential Principal'
St Anne's School
45 Raine St
Whanganui East, 4500

Yours faithfully

AJManson-Petherick
Ann-Maree Manson-Petherick
PRINCIPAL



GAZETTE ADVERTISEMENT

Scale A teacher, permanent, untagged Middle School position.

We are seeking a highly engaged and motivated NZ registered teacher to be a part of our supportive, vibrant and progressive school. We welcome applicants who are open to collaborative practice and passionate about children achieving success across the curriculum. If this sounds like you we invite you to bring your energy and enthusiasm and join our fabulous team. A willingness and ability to take part in religious instruction appropriate to the special character of the school shall be a condition of appointment. This position commences term 2 (start date negotiable within the term).

Applications close 1pm, Friday 17th April 2020

For application form, email principal@stannes.school.nz. Please forward a covering letter, CV, including 3 referees to the Principal.

TIMELINE FOR APPOINTMENT

Applications close:	4.00pm 17 th April, 2020
Short listing:	17-18 th April, 2020
Interviews:	To be advised
Position commences:	Term 2 2020 (negotiated)



APPLICATION FOR APPOINTMENT

Thank you for applying for a position with our school.

- Please fully complete this form personally. First, read it through, then answer all the questions and make sure you sign and date where indicated on the last page.
- Attach a curriculum vitae (CV) outlining any additional information, if necessary.
- Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
- If you are selected for an interview, you may bring whanau/support people at your own expense. Please advise if this is your intention.
- Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
- All applicants will be required to give consent to a Police vet.
 - a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children's Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
 - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 consecutive years of being sentenced for the offence
 - You did not serve a custodial sentence at any time
 - The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
 - You have paid any fines or costs Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (eg: passport) and a secondary identity document (eg: New Zealand drivers licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
- This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

If you have any queries, please contact the principal at principal@stannes.school.nz



APPLICATION FOR APPOINTMENT

Position applied for: Fulltime Scale A Teacher

Circle One: Mr. Mrs. Ms. Miss

Surname	First name

Are you known by any other name(s)? If yes, please provide details below Yes No

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Full postal address

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Contact Phone Numbers

Personal/Work	Mobile

IDENTITY VERIFICATION, CRIMINAL RECORD AND RIGHT TO WORK

Please tick the appropriate boxes Immigration information Are you a New Zealand citizen? Yes

No

If not, do you have resident status, or Yes No

A current work permit Yes No

Have you ever had a criminal conviction? Yes No

If Yes, please provide detail:

A board may not employ or engage a children's worker who has been convicted of an offence specified in Section 2 of the Vulnerable Children Act 2014.

The Clean Slate Act does not apply to schedule 2 offences.



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Have you ever received a police diversion for an offence? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been discharged without a conviction for an offence? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current New Zealand Driver's Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a driving offence which resulted in a temporary or permanent loss of licence, or imprisonment? If Yes, please provide detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting sentencing or do you have charges pending? If Yes, please state the nature of the conviction/cases pending:	Yes <input type="checkbox"/> No <input type="checkbox"/>
In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If Yes, please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of any concerns involving child safety? If Yes, please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, which the tasks of this position may aggravate or contribute to? If Yes, please detail:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher Registration Do you hold a current practising certificate from the Education Council? If Yes, please enter your registration number: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>



EDUCATIONAL QUALIFICATIONS

	Name	Location	Number of years completed	Highest Qualification gained
Secondary School				
University				
Other				

EMPLOYMENT HISTORY

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked (please state Start and end date)		Employer's Name (or reason for employment gap)	Position Held	Reason for Leaving
START	END			

REFEREES Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/recent employer in the table below. If you have included written references from people other than those listed below, please note that we may contact the writers of those references.

	Referees: Names	Relationship	Contact Number
1			Work Home Cell
2			Work Home Cell
3			Work Home Cell



AUTHORITY TO APPROACH OTHER REFEREES

I authorise the Board or nominated representative to approach persons other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes <input type="checkbox"/> No <input type="checkbox"/>

STRENGTHS, SKILLS AND SUITABILITY

Please describe how you meet our criteria/philosophy and describe what strengths you would bring to our school:

DECLARATION

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 dismissal.

Signature:

Date:



EQUAL EMPLOYMENT OPPORTUNITY INFORMATION:

Applicants are asked to complete the following questionnaire and return it with their job application. This information will help build up a profile of the people applying for positions at St Anne's School.

Position applied for:

Gender: Female/Male (circle)

Ethnic Identity (please tick the one or two boxes that clearly describes you)

- New Zealand European / Pakeha
- New Zealand Maori
- Pacific Islands (e.g. Samoan, Niuean, Tongan, Fijian, Cook Island, Tokelauan and Tuvalu)
- Other ethnic group (please specify _____)