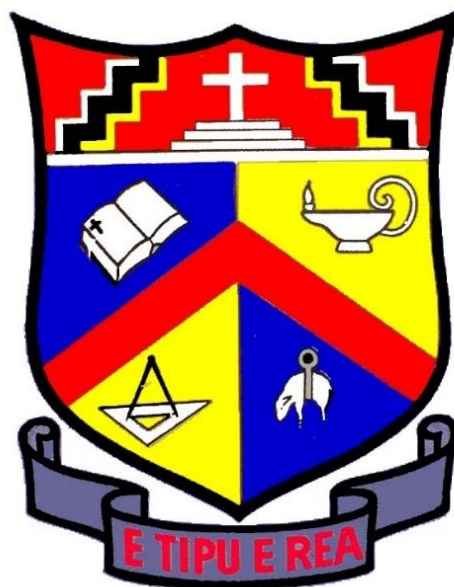


**Ngata Memorial College  
Application Form  
Teacher**

**2021**



# Ngata Memorial College

## DECLARATION

The Board of Trustees has a policy to employ the best person for the job and is a good employer. All applicants must be registered teachers. Please complete this declaration form and forward it with your application to: **Acting Principal, Ngata Memorial College, 1 College Rd North, Ruatoria, 4032** or email to: [principal@ngatacollege.school.nz](mailto:principal@ngatacollege.school.nz) by **3pm Friday 13<sup>th</sup> November, 2020.**

## APPLICATION FOR APPOINTMENT

Position applied for:

Location:

Teacher	Ngata Memorial College
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Tick One

Mr  Mrs  Ms  Miss

Or other preferred title:

Surname/Family Name:

First Names (in full):

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Full Postal  
Address:

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Phone/Email Contacts:

Private:	Mobile:
Work:	E-mail:

N Z Teacher Registration Number:

Teacher Registration Status:

Expiry date:

## Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to this position:

## Personal Details

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

*(Under the Vulnerable Children's Act 2014 core workers in schools will not be covered by the Clean Slate Act 2004 scheme)*

If "Yes" please detail:

Have you ever received a police diversion for any offence? Yes  No

If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Yes  No

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending?

Yes

No

If "Yes" please state, the nature of the conviction/cases pending:

Have you ever been the subject of any concerns involving student safety?

Yes

No

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?

If "Yes", please elaborate:

Have you had any injury or medical condition caused by accident, gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, stress or other conditions which the tasks of this job may aggravate or contribute to?

Yes

No

If "Yes", please detail:

Have you had or have any competency or misconduct matters before the Teachers' Council or Education Council? \_\_\_\_\_.

Do you have a current New Zealand driver's licence?

Yes

No

## Employment History

Please outline most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

## Referees

Please provide the names of at least four people who could act as referees for you.

At least **two** of these referees should be **written reports**. You can submit more written and verbal referees if you wish.

Name	Address	Contact	Relationship (e.g. employer, Principal, personal)
<b>Authority to approach other referees:</b> I authorise the Board, or nominated representative, to approach my listed referees and to access the Education Council of NZ (EDUCANZ) records, or any other persons they see fit to gather information related to my suitability for appointment to the position.			Yes <input type="checkbox"/> No <input type="checkbox"/>

### **Key attributes, skills, knowledge, personal attributes and dispositions:**

The position you have applied for requires specific knowledge, skills and personal attributes. These are stated in the Principal Person Specification and the Principal Job Description. Please outline below how you have demonstrated this knowledge, and these skills and personal attributes. If you feel these are already fully covered within your CV, please indicate this on the template below.

**NB: If these aspects are clearly covered in your CV please write SEE CV in boxes below.**

<b>Experience, knowledge, skills, attributes and personal characteristics</b>	<b>Past roles and ways in which you have demonstrated this experience; knowledge; skills; and personal qualities</b>
<p><b>Teaching and Leadership Experience and Skills:</b> Identify aspects of your career to date that demonstrates that you are a proven successful teacher and pedagogical leader in the classroom and the wider school.</p>	
<p><b>Management Experience and Skills:</b> Identify your management philosophy and style and summarise your experience as a successful manager of a teaching team and school.</p>	
<p><b>Communication Skills:</b> Describe your communication style and successful experience in communicating with a full range of groups within the school community.</p>	
<p><b>Inter- Personal Skills and Qualities:</b> Summarise the personal and professional experiences that have allowed you to demonstrate and develop sound inter-personal skills and qualities.</p>	

## Summarise your Professional Development and Learning over the last 3-years

### Privacy Statement

The information that you supply on this application form is solely to assess your suitability for employment with Ngata Memorial College. This information will be held securely at Ngata Memorial College and under Ngata Memorial College's rules of access. Information on unsuccessful candidates will be destroyed within three (3) days of the appointment being accepted.

If appointed, you have the right to view your personal information held by Ngata Memorial College, and may request correction if necessary.

I certify that the information I have supplied in this application is true and correct. 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. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees and any other such persons that the Board or its agent has contacted to assess my suitability for the position.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: *If completing this electronically a hard copy (signed) must be provided if short-listed.***

Please fully complete these forms personally. Answer all questions and make sure you sign and date where indicated.

Please include a Covering Letter and Curriculum Vitae to support your application. Please ensure that you have **at least two written** Referee Reports completed and submitted on your behalf by the closing date of **3pm Friday 13<sup>th</sup> November, 2020**. You may submit additional referee reports and/or provide names of additional verbal referee contact names should you wish to.

Copies only of qualification certificates should be attached. If successfully short-listed, you will need to provide proof of photo-identification and if successfully appointed you will be required to provide originals as proof of qualifications.

**If you have any queries in regards your application for this position, please contact Acting Principal, Peter Heron on ph. 0273543665. Please post your Application, Curriculum Vitae and Covering Letter to: Acting Principal, Ngata Memorial College, 1 College Rd North, Ruatoria 4032 or preferably by email to: [principal@ngatacollege.school.nz](mailto:principal@ngatacollege.school.nz) . Please ensure that you put your name and document title into the subject line.**