Team Leader of Technology 2MU
APPLICATION PACK
Start Date: 28 April, Term 2 2020
Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for your interest in a position at our school.

The following items are contained in this package:

- Description of the school and community
- Person Specification
- Application Form.

1. Please fully complete this form personally. Read through it first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing an additional information. If you include written references, please note that we may contact the writers of the references.
3. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
4. a) In terms of criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 and
- You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
- The offence was not a specified offence (specified offences are in the main sexual in nature) and
- You have paid any fines or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

b) Under the Vulnerable Children’s Act 2014, core workers in schools will not be covered by the Clean Slate.

All serious sexual and violent offences against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

Timeline for the appointment:

16 December Vacancy submitted online

14 February Applications close, 3.00pm

17 February Shortlist applicants finalized.

19-21 February Interviews and successful applicant advised

Whaia te tī kahurangi – Striving for excellence
Motueka Primary School was established in 1857 and became part of the Motueka District High School, which was later developed on our Pah Street site. The present school buildings were opened in 1944, and then in 1955, the secondary department transferred to the new Motueka High School in Whakarewa Street. The following year the name ‘Parklands’ was adopted for the Primary School. Today, Parklands School is a co-educational state School and one of the largest full primary School in the Motueka district.

Motueka is a rural township, 50 km from Nelson, servicing a population of 12,000 expanding to 20,000 during the summer. It is a diverse community, with farming, horticulture, commerce, forestry, fishing and tourism, being the main contributors to the economic base. Services and facilities available in the town cater for most of the needs of the community. These include a public library, museum, recreation centre, airport, sports and cultural clubs, as well as a comprehensive shopping centre and range of professional services.

The School is centrally located in the township, close to the business area. It is also handy to community facilities and to the region’s rivers, beaches and national parks. Amongst the School Community, are a wide diversity of lifestyles, cultures, philosophies and beliefs.

Parklands, as the name suggests, is set in a pleasantly park-like environment, with large grassed areas, established shade trees and landscaped gardens. The School has extensive sports fields and playground facilities. Teaching spaces include well-equipped classrooms, library and a new Technology Centre catering for Year 7 and 8 students from Parklands and other local primary schools. The school has a strong team of professional teachers and support staff.

The School encourages high achievement in academic, cultural and sporting activities. Significant features of the School programme include our ‘Headstart’ Programme for new entrants, bilingual ‘Whanau’ classes (Parklands is the only primary school in the district which offers students the option of an education through the medium of te reo Maori and tikanga Maori), programmes for students with special learning needs or special abilities and educational experiences outside the classroom.
Application for Appointment

TEACHER

<table>
<thead>
<tr>
<th>POSITION APPLIED FOR</th>
<th>LOCATION</th>
<th>VACANCY/REFERENCE NO.</th>
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**STICK ONE**

- [ ] MR
- [ ] MRS
- [ ] MS
- [ ] MISS

**OR OTHER PREFERRED TITLE:**

- SURNAME/FAMILY NAME
- FIRST NAMES (IN FULL)

ARE YOU KNOWN BY ANY OTHER NAME(S)? (IF YES PLEASE PROVIDE BELOW)

- [ ] YES
- [ ] NO

MAIDEN NAME (IF APPLICABLE)

FULL POSTAL ADDRESS

EMAIL ADDRESS

CONTACT TELEPHONE NUMBERS

PRIVATE

BUSINESS

Whaia te iti kahurangi – Striving for excellence
Application for Appointment

**PLEASE SELECT THE APPROPRIATE ANSWER**

### PROOF OF IDENTITY AND RIGHT TO WORK CHECK
Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo ID e.g. passport, New Zealand driver licence and the other a record ID e.g. birth certificate, bank statement, a bill).

### IMMIGRATION INFORMATION

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>ARE YOU A NEW ZEALAND CITIZEN?</td>
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<td>IF NOT DO YOU HAVE RESIDENT STATUS, OR</td>
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<td>A CURRENT WORK PERMIT</td>
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<td>HAVE YOU EVER HAD A CRIMINAL CONVICTION?</td>
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<td>(CONVICTIONS THAT FALL UNDER THE CLEAN SLATE SCHEME DO NOT HAVE TO BE DISCLOSED)</td>
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<td>IF &quot;YES&quot; PLEASE DETAIL:</td>
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<td>HAVE YOU EVER RECEIVED A POLICE DIVERSION FOR AN OFFENCE?</td>
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<td>IF &quot;YES&quot; PLEASE DETAIL:</td>
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<td>HAVE YOU EVER BEEN CONVICTED OF A DRIVING OFFENCE WHICH RESULTED IN TEMPORARY OR PERMANENT LOSS OF LICENCE, OR IMPRISONMENT?</td>
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<td>IF &quot;YES&quot; PLEASE DETAIL:</td>
<td>YES</td>
<td>NO</td>
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<td>ARE YOU AWAITING SENTENCING OR HAVE CHARGES PENDING?</td>
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<td>IF &quot;YES&quot; PLEASE STATE THE NATURE OF THE CONVICTION/CASES PENDING:</td>
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<td>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?</td>
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<td>IF &quot;YES&quot; PLEASE ELABORATE:</td>
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<td>HAVE YOU EVER BEEN THE SUBJECT OF ANY CONCERNS INVOLVING STUDENT SAFETY?</td>
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<td>IF &quot;YES&quot; PLEASE DETAIL:</td>
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<td>HAVE YOU HAD ANY INJURY OR MEDICAL CONDITION CAUSED BY GRADUAL PROCESS, DISEASE OR INFECTION, SUCH AS OCCUPATIONAL OVERUSE SYNDROME, STRESS OR REPEITIVE STRAIN INJURIES, WHICH THE TASKS OF THIS POSITION MAY AGGRAVATE OR CONTRIBUTE TO?</td>
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<td>IF &quot;YES&quot; PLEASE DETAIL:</td>
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<td>DO YOU HAVE A CURRENT NEW ZEALAND DRIVER’S LICENCE?</td>
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Application for Appointment

EDUCATIONAL QUALIFICATIONS

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<th>NAME</th>
<th>LOCATION</th>
<th>NO. OF YEARS</th>
<th>HIGHEST QUALIFICATION GAINED</th>
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PRIVATE TRAINING ESTABLISHMENT

POLYTECHNIC

UNIVERSITY

OTHER

TEACHER REGISTRATION

CURRENT NEW ZEALAND TEACHER REGISTRATION

○ YES  ○ NO  NUMBER

CURRENT PRACTISING CERTIFICATE

○ YES  ○ NO  CATEGORY

EMPLOYMENT HISTORY

Please list your work experience in your last five positions. Begin with the most recent position. If you were self-employed, give details. If you have had more than five positions in the last five years, please list them all. Attach additional sheets if necessary.

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<th>PERIOD WORKED</th>
<th>EMPLOYER</th>
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<th>REASON FOR LEAVING</th>
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Whaia te iti kahurangi – Striving for excellence
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REFEREES

Please provide the names of three people who can be a referee for you. At least one of these should be able to attest to your most recent work performance (please indicate in the table below.) If you have included written references from people other than those recorded below, please note that we may contact the writers of those references.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT ORGANISATION &amp; ADDRESS</th>
<th>PHONE LANDLINE PREFERRED</th>
<th>RELATIONSHIP</th>
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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 the appointment to the position.

☐ YES  ☐ NO

I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (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  ☐ NO
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Teacher’s Person Specifications

We are seeking a person who:

- is an excellent technology classroom teacher and able to deliver quality programmes across all material areas.
- is able to motivate students and manage their learning and behaviour
- is passionate about teaching and committed to promoting high standards
- is able to foster a warm, caring and safe environment
- is able to communicate effectively with students, staff and parents
- is able to work co-operatively and collaboratively within a school team.
- is sensitive to all groups within the school and an appropriate role model for children
- is willing to contribute to school-wide activities and promote the school positively in the wider community
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I CERTIFY THAT

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 be dismissed.

I am applying for a full time, Leader of Technology teaching position, starting on 28 April 2020, Term Two

Signature

Date