

# ST. MARY'S CATHOLIC SCHOOL PAPAKURA



Together We Learn, We Pray, We Serve

Me Whakakotahi, Kia Maarama, Kia Pono, Ki Te Karakia

16 September 2020

**Dear Applicant**

Thank you for your interest in our Scale A vacancy.

We are seeking applicants for a variety of positions. These could be at **Year 1/2, Year 3/4, Year 5/6** or **Year 7/8** levels. Your application should indicate which positions you wish to be considered for. Please ensure that you complete all sections of our Application for Employment form and return to [audreyk@stmaryspapakura.school.nz](mailto:audreyk@stmaryspapakura.school.nz) no later than 4pm on 9 October 2020, which is the closing date.

St Mary's Catholic School, Papakura is a place where children thrive in a growing relationship with Christ and enjoy a practical, relevant, purposeful and integrated curriculum. Our children love coming to school, as their learning is fun and engaging. Prayer, meditation, digital technology and cultural responsiveness play a large role in our daily learning activities.

Our school is organised into 4 teams : Bethlehem (Year 1/2); Nazareth (Year 3/4); Jerusalem (Year 5/6); Emmaus (Year 7/8).

As a Catholic school, we base our actions and attitudes on the principles of Jesus Christ, with our mission statement being "**Together We Learn, We Pray, We Serve - Me Whakatotahi, Kia Maarama, Kia Pono, Ki Te Karakia**". Also, underpinning our school-wide behaviour support plan "**The St Mary's Way**", are the gospel values, including our core values of **Respect, Care and Responsibility**.

Attached to this letter is our **Application for Appointment** form.

For further information regarding our school, please visit our website :  
[www.stmaryspapakura.school.nz](http://www.stmaryspapakura.school.nz)

We look forward to receiving your application.

God bless.

Yours faithfully

Audrey Kippen  
**Acting Principal**

Encl

# ST. MARY'S CATHOLIC SCHOOL



## APPLICATION FOR APPOINTMENT – SCALE A TEACHER VACANCIES

**A. POSITION** *Please circle the position or positions you are applying for. If you wish to be considered for all positions, it would be helpful if you could indicate any order of preference for the positions. If there is a position you do **NOT** wish to be considered for, please ensure this is clear in your application.*

Year 1/2

Year 3/4

Year 5/6

Year 7/8

**B. PERSONAL**

Surname:

First Names:

Full Postal Address:

*(Please underline the name by which you are known)*

Telephone No: Home:

Business:

Cell:

E-Mail:

**C. EDUCATIONAL QUALIFICATIONS**

N.Z. Practising Certificate Number: .....

Status: Full / Provisional / Subject to Confirmation

Expiry Date: .....

Other Qualifications:

**D. PRESENT APPOINTMENT OR LAST POSITION HELD**

Position:

School:

Date Appointed:

**E. EMPLOYMENT HISTORY**

Class Level	School	Location	Start Date		Finish Date	
			M	Y	M	Y

**F. APPOINTMENTS INFORMATION**

Please list in your CV experience and abilities relevant to the requirement(s) stated in the advertisement and/or job description. Also include the various ways in which you have contributed to the corporate life of other schools you have worked in and the area of the school you would like to work in.

**G.** I give permission for St. Mary's Catholic School to contact the following three referees in relation to this application.

Name: _____	Position: _____
1 <sup>st</sup> Phone No: _____	2 <sup>nd</sup> Phone No: _____
Name: _____	Position: _____
1 <sup>st</sup> Phone No: _____	2 <sup>nd</sup> Phone No: _____
Name: _____	Position: _____
1 <sup>st</sup> Phone No: _____	2 <sup>nd</sup> Phone No: _____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclosure of Convictions Against the Law**

Apart from minor traffic infringements have you ever been convicted of any criminal offence?  
**YES / NO**

If you have answered 'YES' to the above question, please provide the details below or on a separate sheet.

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**Physical and Emotional Fitness**

Comment on your physical and emotional fitness for the position.

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**Other Relevant Information**

If there is any other relevant information that would assist us in making its decision about your suitability or otherwise to fill the vacancy please outline this below:

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**Declaration:** Please read the following statement and if you agree to it, sign below:

In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore, I also give consent for the Board of Trustees or their representatives to make enquiries of past or present; employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.

Signed: ..... Date: .....

**Confirmation:** Please read and sign the following statement.

I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct.

Signed: ..... Date: .....

**Privacy Statement from the Board of Trustees to Applicants**

The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.

*~ Thank you for your interest in our Scale A teacher vacancy ~*

*Applications close on Friday 9<sup>th</sup> October 2020*