Ongaonga School - Scale A Teacher

"All children are accepted, challenged and encouraged to reach their full potential."

1. Applicants should provide:

- A CV
- The Permanent Teacher's Personal Profile
- **Two (2)** names of Referees
- A covering letter explaining how the school will benefit from your skills.

2. Deadlines for the appointment process:
Please note that applications must be received via **email** by **4pm on Thursday 5th November**

Please email the Application information to**:** **principal@ongaonga.school.nz**

Referees:

- Nominated referees may be contacted by the appointment committee (or their agents) for detailed information.

4. Shortlisting
Shortlisting will be completed by **Friday 6th November.** Successful & unsuccessful candidates will be notified shortly after this date.

5. Interviews:
Interviews will be held at Ongaonga School on **Wednesday 11th November.**
If you are not available for an interview on this date, please note this in your covering letter. The appointment will be confirmed as soon as practical following the interviews and is expected the teacher will be available to take up the position at the start of **Term 1 2027.**

6. Visits to the school/requests for further information:
Shortlisted applicants *will be given contact details should they wish to organise a tour of the school or make contact with the Principal for additional information.*

Thanks again for your interest
Yours sincerely,

Sam Brinkworth
Principal
Ongaonga School

APPLICATION FOR PERMANENT TEACHER POSITION
Ongaonga School
Personal Profile

Please complete this form and return it with your CV and covering letter.

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1. Personal information

Full name: _____ _____
Surname First name(s)

Address: _____

Contacts: _____ _____
Home phone Mobile phone

_____
Email

Date of Birth: _____ Place of Birth: _____

Nationality/
Citizenship: _____

Please include photo identification with your application (e.g.) passport photo or drivers licence

Are you legally entitled to work in New Zealand? **Yes** **No**

Where appropriate, please attach evidence of eligibility to work in New Zealand.

Current Driver's Licence: **Yes** **No**

2. Educational Qualifications

Highest qualification held: TTC/DipTch/Degree _____

Date of certification: _____

Teacher's Registration Number and Practising Certificate _____

Expiry Date: _____

Degrees/Diplomas: _____ Year _____

_____ Year _____

Other Qualifications: _____

_____

_____

3. Current Employment

Position: _____ Date appointed: _____

School/institution: _____

Location: _____

Immediate supervisor/employer:

Name: _____ Position: _____

Add contact details if <u>not</u> used as a referee:

Address: _____ Phones: _____
Work

_____ _____
Home

For the purpose of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purpose of reference checking?

Yes **No**

4. Medical / Health

- Please describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

  _____

- Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? If yes, please provide the details.

  _____

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

5. Convictions

(a) Have you ever been convicted of any criminal offence (other than a minor traffic offence)?

Yes **No**

(b) If YES please provide the date and details of the offence, the penalty, or reason, together with any comments you may wish to make.

_____

_____

_____

(c) Are you currently awaiting the hearing of any charges?

Yes **No**

If YES please provide details

_____

_____

(d) Have you been, or are you currently under investigation from any other authority such as Health & Disability authority, Privacy Commission etc?

Yes **No**

If YES please provide details

(e) Have you ever been the subject of any concerns involving child safety?

Yes **No**

If YES please provide details

Please note:

- You may be asked to provide a copy of the relevant Court record(s) obtained from the Police and the Board reserves the right to contact authorities to verify any claim made.
- Failure to provide correct and true details of any conviction or other reason for possible unsuitability will make you liable to dismissal from the employment of Ongaonga School Board of Trustees should you be the successful applicant.

6. Referees*

Please provide names, email addresses, and phone numbers of two **(2)** referees, who can attest to your professional capability.

** Please ensure that these referees are capable of commenting on your approach and beliefs about learning and teaching.*

Referee 1:

(i) Name: _____

Email : _____

_____

Telephone: _____ _____

Private Business

Capacity in which you have known this person: _____

_____

Referee 2:

(ii) Name: _____

Address: _____

_____

Telephone: _____ _____

Private Business

Capacity in which you have known this person: _____

_____

7. Declaration

I, _____ (full name)

(a) Consent to the school seeking verbal or written information about me on a confidential basis from representatives of my current and previous employers and/or referees and authorise the information sought to be released to the Board of Trustees of Ongaonga School for the purpose 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.

(b) Authorise the Board of Trustees of Ongaonga School and its agents to make any reasonable inquiries concerning my background to assist in accessing my suitability for the position of Permanent Teacher at Ongaonga School for which I am applying.

(c) Authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa NZ, or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.

(d) Declare that to the best of my knowledge the information provided in this application and in any curriculum vitae enclosed is accurate and I understand that if any false or misleading information is given, or any material fact is suppressed or deliberately omitted, 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 for ACC.

Signature: _____ Date: _____