WAIANIWA SCHOOL
2027 PERMANENT YEAR 3-5 TEACHER POSITION APPLICATION FORM

Thank you for your interest in applying for a position with our school. This position is a full-time permanent position, commencing at the beginning of Term 1, 2027. A job share may be considered.

Waianiwa School is a Year 0-8 rural primary school with approximately 60 students. We currently have 3 multi level classrooms. We are located in the Southland district, approximately 15 minutes from Invercargill, 90 minutes from Te Anau and 2 hours from Queenstown. Our region is filled with vibrant opportunities for whānau to live, play, and connect.

Our school is a welcoming, family-focused community where every child is known and supported to thrive. Driven by curious, polite students and rich cultural diversity, we enjoy strong support from our staff, Board of Trustees, and local community. We are well resourced and have access to many community resources to further support our teaching and learning. You will enjoy working with enthusiastic, respectful, and engaged learners, and small class sizes, alongside a collaborative staff with a positive culture prioritizing wellbeing, plus an active Board investing in resources and PLD.

There is potential for a school house to be available for the successful applicant and a possibility of an attached management unit.

Please find included:
1. School description and information
2. Application form and declaration

You can complete the application forms electronically.
Applications close at 3pm, Monday 9th November 2026.
Applications should include: a cover letter, current CV and completed application form.
Please mark confidential.

Applications are to be addressed to:
Cinnamon Levett, Principal, 244 Argyle Otahuti Road, RD4, Invercargill 9874;
or sent electronically to: principal@waianiwa.school.nz

You're most welcome to get in touch with us for further information, or pop in for a visit, we would love to meet you.

Kind regards,

Cinnamon Levett

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Our Best Always

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1. Please fully complete this form personally. Answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a cover letter and current CV to your application.
3. Only copies of qualification certificates should be attached, if needed. If successful in your application, you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring a support person at your own expense. Please advise us if this is your intention.
5. 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.
6. All applicants will be required to give consent to a Police Vet. Your appointment to this position will be subject to police vetting.
   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 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 Children's 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.
7. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license) at the interview. A list of acceptable primary and secondary documents is available in the last sections of the Children's Regulations 2015.
8. This information will be held by Waianiwa School. For the successful candidate this document will be held on their personal file, otherwise the information provided will be securely destroyed after 90 days. You may access it in accordance with the provisions of the Privacy Act 1993.
9. Please ensure all information added is true and correct.

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APPLICANT DETAILS

Full Name *(as per Teacher's Council Register):*

Address:

Mobile Phone Number:

Other Phone Number:

Email Address *(please print clearly):*

QUALIFICATIONS TO TEACH AT PRIMARY SCHOOL LEVEL

Qualification	Awarding University, College or Institute	Year Graduated

TEACHING COUNCIL REGISTRATION

Registration Number: _____ Expiry Date: _____

Registration Status: Full ❒ Other ❒ (Please specify: _____)

PROOF OF IDENTITY AND RIGHT TO WORK CHECK

Please circle or highlight as appropriate. We will require copies of any visa/immigration documents as proof at the interview stage.

Are you a New Zealand Citizen Yes No

OR

New Zealand Resident Yes No

OR

Hold a current work visa Yes No *(If yes, please specify type of visa and expiry)*

Visa: _____ *Expiry:* _____

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Have you ever been convicted of a criminal offence? Yes No

If "yes" please detail: _____
_____
_____
_____

Have you ever been discharged without conviction? Yes No

If "yes" please detail: _____
_____
_____
_____

Have you ever been the subject of a written complaint about student or staff wellbeing/safety?
Yes No

If "yes" please detail: _____
_____
_____
_____

Are there any health related conditions which could impact on your ability to perform the position applied for:
Yes No

If "yes" please detail the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:

_____
_____
_____
_____

Do you have a current NZ Drivers Licence?

Yes No

Type: Learners Restricted Full

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DETAILS OF ACADEMIC QUALIFICATIONS (LIST MOST RECENT FIRST)
Include under graduate and post graduate qualifications. Please include any qualifications in special education if applicable. The successful candidate will be asked to present original documents.

Qualification	Awarding University, College or Institute	Length of Course	Year Gained

ADDITIONAL QUALIFICATIONS *(if applicable)*

Qualification	Year Gained	Relevance to Position

TEACHING EXPERIENCE (LIST MOST RECENT FIRST) (If newly qualified, please go to the next question.)
If necessary, expand this section, or continue on another sheet of paper.

School Name & Town/City	Position(s) held	Date(s) in each Position	Reason for leaving
		From: To:	
		From: To:	
		From: To:	
		From: To:	

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POSITIONS OF RESPONSIBILITY HELD *(IF ANY)* (LIST MOST RECENT FIRST)

If necessary, expand this section, or continue on another sheet of paper.

School Name & Town/City	Position(s) held	Dates
		From: To:
		From: To:
		From: To:

AREAS OF SPECIAL INTEREST – Curricular or other.

Area	Expertise / Experience / Specialism / Interest

REFEREES

Please provide the names of three people who can act as referees for you. At least one of these should be able to attest to your most recent work performance. It would be preferable for two of your referees to be able to attest to your work within an educational setting/school. Referees will be contacted prior to the interview stage.

Name	Relationship	Email	Phone

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APPLICANT DECLARATION:

- I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct.
- I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed on this application and consent to the referees disclosing such information to the Board or their agent. I also authorise the Board to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board by such persons of whom enquiry is made on matters pertinent to the position applied for and my suitability.
- I know of no reason why I would be unsuitable to work with children/young people.

Full name: _____

Signed: _____ Date: _____

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