APPLICATION FOR EMPLOYMENT

Co-Curricular Classes Teacher | Fixed-term

About this application

Please complete this form and submit it with your CV and cover letter. The position supports staff release for key school projects and requires flexibility to teach Years 7–10 across a range of learning areas, potentially including Physical Education. There is a strong possibility the position may be extended into the new year; any extension would be subject to the school's needs and a further written agreement.

1 Position details

School	Middle School West Auckland
Position	Co-Curricular Class Teacher
Employment status	Fixed-term
Vacancy reference	
Availability / notice period	

2 Applicant details

Full legal name	
Preferred name	
Residential address	
Phone	
Email	

Right to work in New Zealand

☐ New Zealand citizen ☐ New Zealand permanent resident ☐ Current work visa

Visa type and expiry (if applicable)	

3 Teacher registration and qualifications

Teaching Council registration no.	
Practising certificate / LAT	☐ Tōmua / Provisional ☐ Tūturu / Full (Category One) ☐ Pūmau / Full (Category Two) ☐ LAT ☐ Other
Certificate / LAT expiry date	
Highest teaching qualification	
Other relevant qualifications	
Current first-aid certificate	☐ Yes ☐ No Expiry: _____
Full NZ driver licence	☐ Yes ☐ No

4 Teaching capability and experience

Attach additional pages if you need more space.

Which year levels and learning areas are you confident teaching?

Please include your experience with Years 7–10 and identify whether you can teach Physical Education.

Briefly outline your most relevant teaching experience and responsibilities held.

Describe how you create a safe, inclusive and engaging learning environment for diverse ākonga.

How would you contribute to our values of Manaakitanga, Kotahitanga and Whanaungatanga?

Give an example of how you have adapted quickly when plans, classes or learning needs changed.

5 Employment history

Provide at least the last five years of employment and explain any gaps. You may write 'See CV' where your CV contains all requested information.

Employer / school	Position	Dates	Reason for leaving	Contact person / phone

6 Safety, suitability and professional conduct

This role involves regular contact with children. Any appointment is conditional on satisfactory safety checking and verification of identity, qualifications, registration/certification and work eligibility.

Have you ever been convicted of an offence, or are you currently facing charges, in New Zealand or overseas? ☐ **Yes** ☐ **No**

Have you ever been the subject of a substantiated complaint, disciplinary process, competency process, professional conduct investigation or employment investigation relevant to your suitability to work with children? ☐ **Yes** ☐ **No**

Have you ever had your teacher registration, practising certificate, licence or professional membership refused, suspended, cancelled or made subject to conditions? ☐ **Yes** ☐ **No**

Are you aware of any other matter that could reasonably affect your suitability or safety to work with children or perform this role? ☐ **Yes** ☐ **No**

If you answered 'Yes' to any question above, provide relevant details.

A 'Yes' response will not automatically exclude you. The school will consider the circumstances and relevance to the role.

7 Health, safety and workplace support

Is there anything the school needs to know, or any reasonable workplace adjustment you may require, so you can safely perform the key duties of the position?

You do not need to disclose a diagnosis or unrelated medical information. Information provided will be considered only in relation to the role and workplace support.

8 Referees

Provide three professional referees, including your current or most recent principal, manager or employer where possible. Please advise referees that we may contact them.

Name	Position / organisation	Phone	Email	Relationship to applicant

May we contact your current or most recent employer before an interview?

☐ Yes ☐ No — please contact me first

9 Privacy statement and applicant declaration

Privacy statement — Middle School West Auckland collects the information in this application to assess your suitability for employment, conduct recruitment and safety checks, and meet legal and employment obligations. Information may be shared with authorised staff, appointment panel members, referees, verification bodies and agencies where required or authorised by law. It will be stored securely and retained or disposed of in accordance with the Privacy Act 2020 and the school's records requirements. You may request access to, or correction of, your personal information by contacting the Principal / Privacy Officer at Middle School West Auckland.

☐ The information I have provided in this application and accompanying documents is complete and accurate to the best of my knowledge.

☐ I understand that deliberately false, misleading or omitted information may result in my application being declined or, if employed, disciplinary action up to and including dismissal.

☐ I authorise the school to verify my identity, work eligibility, qualifications, employment history, teacher registration and practising certificate or LAT status.

☐ I authorise the school to contact the referees named above and, with prior notice to me, other relevant previous employers where necessary to assess my suitability.

☐ I consent to the safety-checking processes required for this role, including risk assessment and Police vetting where applicable.

Applicant name	
Signature	
Date	

Thank you for your interest in joining Middle School West Auckland.

Submit this form with your CV and cover letter using the method stated in the vacancy advertisement.