Teacher 0.6 FTE (CRT Cover)
APPLICATION PACK
November 2026

Our school

Developing confident, compassionate, lifelong learners who embrace Catholic faith.

St. Teresa's Primary School, nestled in the heart of Featherston, is a vibrant and welcoming learning community committed to academic excellence, spiritual growth, and strong community connections. Our dedicated staff fosters a safe, inclusive environment where every child is encouraged to thrive, embracing diversity, celebrating individuality, and promoting respect and understanding. We aim to nurture both the academic and spiritual development of our students, instilling values of love, faith, humility and justice to inspire positive contributions to the world. We support students in reaching their full potential while fostering a love for learning. We invite you to join our passionate team and be a part of our journey.

Application Process

Timeline

Wednesday 4th November: Vacancy published in Gazette
Wednesday 25th November: Applications close 4 pm
Thursday 26th November: Shortlisting • *Applicants notified* • *Interview time confirmed* • *Referee checks made*
28th November - 1st December: Interviews conducted
Friday 4th December: All applicants notified of decision

How to apply

Applicants should provide:

☐ CV
☐ Completed St Teresa's application form (attached)
☐ 3 Referees
☐ Covering letter, optional

These documents should be received by **3pm** on **Wednesday 25th November 2026** via email to Zoë Griffin office@teresas.school.nz

St Teresa's Catholic Primary School

Scale A Teacher, Permanent, CRT Cover 0.6 FTE

Personal Details

Name:	
Preferred title:	
Full postal address:	
Email address:	
Contact phone numbers:	

Registration details:

Registration status:	☐ Full ☐ Provisional ☐ Subject to confirmation
Registration number:	

Registration expiry date: ___/____/____

Present Employer

Name of present employer:	
Address:	
Work phone number: Position held:	
Date commenced:	___/____/____

Previous education roles

Please provide details of your previous education roles *(Please continue on a new page if required)*

School	Position held	Reason for leaving	Employment period

Other experience

Please provide details of your tertiary education qualifications

Institution	Dates attended	Qualifications awarded	Date awarded

Do you have any other qualifications or professional memberships that are relevant for this role? If so please provide details below.

Do you have any other experience that you feel is relevant for this role? If so please provide details below.

Suitability for the role

Please supply details as to why you believe you are suitable for this position.

Referees

Please provide details of three referees. ***At least one should be able to attest to your performance in your current role.***

Name	Position held	Address Email address	Phone number

Other information	Yes	No
Are you a New Zealand Citizen?	☐	☐
If not, do you have resident status and/or a current work permit?	☐	☐
Have you changed your name by deed poll / statutory declaration? If yes, please provide details of previous names. _____	☐	☐
Have you ever had a criminal conviction? (Convictions under the clean slate excluded) If yes, please provide details. _____	☐	☐
Are you awaiting sentencing/ currently have charges pending? If yes, please provide details. _____ Do you give permission for your police record to be checked?	☐ ☐	☐ ☐
Do you have a current New Zealand Driver's License? Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? If yes, please provide details. _____ Have you ever been the subject of any concerns involving child safety? If yes, please give details. _____	☐ ☐ ☐	☐ ☐ ☐
Are you aware of any injury or medical condition which this job may aggravate or contribute to or know of any reason why you might have difficulty effectively carrying out the job description attached? If yes, please give details. _____	☐	☐
In addition to other information provided are there any other factors that we should know to assess your suitability to do the job? If yes, please provide details. _____	☐	☐

Confirmation

I certify that the information given in this application is, to the best of my knowledge, correct.

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 understand that the information provided in my application may be verified.

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

I understand a record of a criminal conviction (apart from minor traffic offences) will generally be grounds for non-appointment to a position at this school.

I understand that a willingness and an ability to take part in religious instruction appropriate to that school are conditions of appointment.

Applicants Signature Date

_____ ____/____/____

***If filling in this form electronically, please bring a signed hard copy to your interview if shortlisted*

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the St Teresa's School Board or its advisors to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Scale A Teacher (untagged) at this school including accessing any information used by The Teaching Council of Aotearoa New Zealand.

Applicants Signature Date

_____ ____/____/____

***If filling in this form electronically, please bring a signed hard copy to your interview if shortlisted*

The school procedures adhere to the requirements of the act in respect of storage of information, access to this information by the employee concerned, and updating the information held. For any use of information held, other than for statistical returns, which does not identify individual employees, prior approval from the individual employee concerned must be obtained.

All documentation submitted by applications will be destroyed 3 months after the vacancy has been filled, except for the documentation provided by the successful applicant. Applicants requiring CVs to be returned are to note this on the cover of the CV.