EBBETT PARK SCHOOL – SCALE A JOB APPLICATION

Application for the Position of Learning Support Coordinator

Instructions: Complete all sections of this application form even though they may be duplicated in your Curriculum Vitae. Send this application form, a covering letter addressing the questions on page 3 and your Curriculum Vitae to:

Principal
Ebbett Park School
600 Oliphant Road

Email: kmedlicott@ebbettpark.school.nz

Note that applications must be received by: 12pm Friday 27th November, 2026

PERSONAL DETAILS			
Name:		**Home Phone:**	
Address:		**Work Phone:**	
		Mobile:	
Email:		**Drivers License:**	

REFEREES			
Name:		**Home Phone:**	
Relationship:		**Mobile:**	
Email:		**Work Phone:**	
Name:		**Home Phone:**	
Relationship:		**Mobile:**	
Email:		**Work Phone:**	
Name:		**Home Phone:**	
Relationship:		**Mobile:**	
Email:		**Work Phone:**	

Authority to approach other referees: I authorise the Board, or nominated representative, to approach my listed referees, the Teachers Council, or any other persons they see fit to gather information related to my suitability for appointment to the position. Yes ❒ No ❒

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TEACHER REGISTRATION / MOE Number

Status (Please tick the appropriate box)

- Registered Teacher ☐
- Provisionally Registered Teacher ☐
- Applying for Registration ☐

Practising Certificate No: Expiry Date

MOE Number:

EDUCATION QUALIFICATIONS

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to this position:

EMPLOYMENT

Position	School	Date From	Date To

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DISCLOSURE OF CONVICTIONS AGAINST THE LAW

Note that all applicants may be asked to authorise the Privacy Commissioner to release details of their Police Record to the Board of Trustees.

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.

Personal Experience, Qualities and Skills

Please describe your skills and experiences with any of the following areas in your covering letter and or CV.

MUST HAVE

- Have a strong teaching skills in core subjects
- Strong relational skills
- Embrace our bicultural heritage
- A willingness to contribute to extracurricular activities

COULD HAVE

- Te Reo Māori
- eLearning / Digital Tech
- The Arts
- Inquiry Learning
- Special Needs / Abilities
- Sports

OTHER INFORMATION

Have you had any injury or medical condition, which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached? Yes ❒ No ❒

If yes please give details below:

Do you have any matters relating to yourself currently or previously before the Teachers Council? Yes ❒ No ❒

If yes please give details below:

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In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? *If yes please give details below:*	Yes ❒ No ❒
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? *If yes please give details below:*	Yes ❒ No ❒

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

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PRIVACY STATEMENT

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, who provide a SAE. 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.

Please include a copy of your registration certificate and drivers Licence (both sides) with this application.