576 Camphill Road
RD 2
WANAKA 9382

Phone : (03) 443 1467
Email: appointments@haweaflat.school.nz

Dear Applicant,

Thank you for your interest in a teaching position at Hāwea Flat School
Further information about the school can be found on the school website
http://www.haweaflat.school.nz

The application pack consists of:

- Application Form

Should you require any further information or would like to visit the school, please contact the school office ph 03 443 1467 or alternatively email appointments@haweaflat.school.nz

Proposed Timeline for Appointment

Position advertised	Education Gazette Online Monday 9th November 2026
Applications close	Sunday 22nd November 2026
Appointments made	By Monday 30 November 2026
Positions commences	Tuesday 26th January 2027

Your application should include a covering letter detailing your suitability for the position, a concise curriculum vitae and a completed application form. **Electronic applications only please.** Please email applications directly to Tania Pringle, **appointments@haweaflat.school.nz** by 3pm, Sunday 22 November, 2026

Please note we are unable to accept applications from people without a valid NZ working visa. We are not in the position to sponsor visas for international applicants.

We look forward to considering your application.

Kind Regards
Tania Pringle
(Principal)

Application Form

Important notices for applicants:

Thank you for applying for a position with our school.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.

2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of these references.

3. Copies only of your teacher registration should be attached. If successful in your application you will be required to provide the original.

4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention. Where travel is required interviews may be completed via zoom.

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

Personal Details

Name			
Address			
Home Phone:		Work Phone:	Mobile:
Email Address:			
Teacher Registration Number:			
Position Applied For:	Permanent:	Fixed Term:	Both:

Educational Qualifications

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

Employment History

Please outline your most recent employment history (5yrs min), beginning with current or latest employment

Period Worked	Employer's Name	Position Held	Reason For Leaving

Referees

Please provide the details of **three** people who can be contacted to provide statements regarding your professional experience and abilities.

Name:	
Phone:	
Email address:	
Professional Relationship:	

Name:	
Phone:	
Email address:	
Professional Relationship:	

Name:	
Phone:	
Email address:	
Professional Relationship:	

Declarations

1. Are you a New Zealand Citizen? Yes/No
   If not, do you have resident status or work permit Yes/No

2. Have you ever had a criminal conviction? Yes/No
   If 'yes" please give details:
   _____

3. Are you awaiting sentencing/currently have charges pending? Yes/No
   If 'yes' please state the nature of the conviction/cases pending:
   _____

4. 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? Yes/No
   If 'yes" please give details:
   _____

5. I certify that the information given in this application (including that contained in the Curriculum Vitae) is to the best of my knowledge correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. Yes/No

6. I agree to the Board (or its agents) approaching my referees for a written and/or verbal statement of my abilities in relation to this application and, should it be necessary, to seek verbal clarification from the above referees on points that may need further explanation. Furthermore consent is given for members of the Board of Trustees 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 at this school. Yes/No

Applicant's Signature:_____ Date:___/___/___

Privacy Statement from the Hāwea Flat School Board to Applicants:

The information that has been provided, or will be provided, to the Board 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 and their representatives will have access to the information. Information obtained from applicants and referees is confidential to the applicant and the Hāwea Flat School Board. Applicants have the right to access personal information (Exclusion: Statements which are provided by a referee in confidence shall not be disclosed to an applicant). *Referee statements along with other information gathered on applicants during the appointment process will be destroyed.*