November 2027

Tēnā koe,

Thank you for your interest in applying for the full time, Scale A teacher, beginning in Term 1 2027 at Yaldhurst School Tōtara Tūkaha.

Yaldhurst School Tōtara Tūkaha is a small school (140 students) with a beautiful, spacious outdoor environment, and brand new classrooms. We run parallel to Christchurch Airport. We are a full primary catering for children from Year 1-8. Strong relationships are a priority and we pride ourselves on no one being lost in the crowd. Our staff are collaborative and supportive with high expectations.

Our vision is Te Waka Eke Noa - We are all in this together. We have HERO values that are integral to our learning and culture- Healthy, Enthusiastic, Responsible, and Open-Minded. Our values underpin all we do at Yaldhurst School Tōtara Tūkaha. We are fortunate to have a very supportive school community, a growing roll, and a PTA that punches above its weight.

Suitability for the Position - *We are looking for someone who:*

- Is passionate about learning - dedicated to excellence in teaching and inspiring curiosity in students
- Focuses on relationships - Builds strong, trusting connections with students, staff, and whānau
- A team player - Is collaborative, open-minded, and maintains a positive, "can-do" attitude
- Creates an inclusive classroom - Fosters a supportive, engaging environment where every learner can succeed
- Gets involved - Enthusiastic about participating in the wider life and extra-curricular activities of our school

Please read the information in this package, in particular, the suitability for the position. Please then send (as pdf files):

- a letter of application
- your CV
- Application and Declaration Form

to principal@yaldhurst.school.nz by 3pm on Sunday 15 November. Interviews will take place the following week.

Ngā mihi nui
Gretchen Cocks
Tumuaki / Principal

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

Thank you for applying for a teaching position with our school. Please ensure you have a copy of the position (job) description before completing this application and read the following notes:

1. You need to fill out this form yourself.
2. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
3. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
5. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
6. 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.
7. All applicants are required to give consent to a Police vet:

   a) You cannot be employed as a children's worker if you have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014 (unless you have obtained 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 further offence within 7 consecutive years of being sentenced
- you did not serve a custodial sentence[1] 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.

8. 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 licence). A list of acceptable primary and secondary documents is available in the last sections of the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
9. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of the Privacy Act 2020.

APPLICATION FORM

Please email to: principal@yaldhurst.school.nz

Position:

Vacancy / Reference No:

Personal Details

Tick one: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Or other preferred title: _____

Name in full:

Preferred name:

Email:

Phone Number:

Address:

Present Appointment

School: Location:

Principal Phone:

Is your Principal able to be contacted about this position? YES / NO

Identity Verification, Criminal Record and Right to Work

<u>Immigration information</u> Are you a New Zealand Citizen? If not, do you have resident status, or A current work permit	Yes ☐ Yes ☐ Yes ☐	No ☐ No ☐ No ☐
Have you ever had a criminal conviction? If "Yes" please give detail: *(A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.)*	Yes ☐	No ☐
Have you ever received a police diversion for an offence? If "Yes"' please detail:	Yes ☐	No ☐
Have you ever been discharged without conviction for an offence? If "Yes" please detail:	Yes ☐	No ☐
Do you have a current New Zealand driver's licence?	Yes ☐	No ☐
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes"' please give detail:	Yes ☐	No ☐
Are you awaiting sentencing or do you have charges pending? If "Yes"' please state the nature of the conviction/cases pending:	Yes ☐	No ☐
Have you ever been the subject of any concerns involving child safety? If "Yes" please give detail:	Yes ☐	No ☐
Are there any health related conditions which could impact on your ability to perform the position applied for? Details of the health related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions:	Yes ☐	No ☐

Employment Information

Registration details (circle)

Tuturu/Full 1	Pumau/Full 2	Tomua/Prov Expiry date:_____

Teacher Registration Number:

Details of Teaching Service: Preferably for up to five years

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

Period worked *Start date*	*End date*	**Employer's name (or reason for gap in employment)**	**Position held**	**Reason for leaving**

Educational Qualifications

Qualification	**Location**	**Date Awarded**

Other Qualifications

Qualification	**Location**	**Date Awarded**

Other Relevant Experience:

Any other additional information you consider relevant:

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 this may be verified.

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.

Applicant's Full Name:

Applicant's Signature: Date:

Note: If completing this electronically a hard copy (signed) must be provided if requested later.

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[1] ***Custodial sentence*** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.