ASHBURTON
INTERMEDIATE SCHOOL

144 Cass Street
PO Box 294
Ashburton 7740
Phone: (03) 3089563
Email: office@ashinter.school.nz

Dear Applicant

Thank you for expressing interest in a position at Ashburton Intermediate School. We have the following position available for next year:

- Fixed-Term Full Time Teacher

The following documents are included in this application pack:

- Information for Applicants
- Recruitment process Timeline and Checklist
- Declaration Form

Information about our school can be obtained from the school website www.ashinter.school.nz.

Please ensure that your CV clearly outlines previous experience and skills.

The application for appointment is to be returned via email with your CV and covering letter by 4pm, Friday 20 November 2026 to:

Brent Gray
Principal
Ashburton Intermediate School
bgray@ashinter.school.nz

The position commences Friday 29 January 2027 with teacher only days during that week.

If you have any further questions or would like to visit, please feel free to contact me.

Yours sincerely
Brent Gray
Principal

Recruitment Process, Timeline and Checklist

The Ashburton Intermediate School Appointment's Committee has set the following timeline for this appointment. Every effort will be made to keep to the following schedule in determining the successful candidates.

Gazette Advertisement	10 November 2026
Closing Date for Applications	20 November 2026
Shortlisting Completed	23 November 2026
Shortlisted Candidates Notified By	24 November 2026
Interviews	Week of 24 November 2026
Appointments Begin	Friday 29 January 2027

Checklist - we need to receive completed:

- Application for Appointment Form
- Curriculum Vitae – with copies of qualification certificates attached

Completed applications to be received by 4pm on Friday 20 November 2026 and should be emailed to:

Brent Gray
Ashburton Intermediate School
bgray@ashinter.school.nz

ASHBURTON INTERMEDIATE SCHOOL

Aspire
Interact
Succeed

ASHBURTON
INTERMEDIATE SCHOOL

APPLICATION FOR APPOINTMENT

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school.

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

2. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.

3. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.

4. 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.

5. All applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.

6. a) In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:

   • You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and

   • You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and

   • The offence was not a specified offence (specified offences are in the main sexual in nature) and

   • You have paid any fines or costs

   Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

   b) Under the Vulnerable Children Act 2014, core workers in schools will not be covered by the Clean Slate. All serious sexual or violent offenses against children will be included in their police vetting results. The Act will make it unlawful to employ people with convictions for these offenses, unless they have an exemption.

   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 2020. If you have any queries, please contact the person cited in the advertisement.

APPLICATION FOR APPOINTMENT

Position applied for		
Surname		
First name(s)		
Full postal address		
Email Address		
Contact phone numbers	Mobile:	Home:

Educational Qualifications:

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, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving

Referees

Please provide the names of at least two people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references. Please also note that by signing this application form you give the school permission to contact any person with whom you have worked.

Name	Address	Telephone	Relationship (e.g. employer/principal)

Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? If Yes, please note that we may contact these persons.	Yes ☐	No ☐

Please tick the appropriate boxes:

Are you a New Zealand citizen?	Yes ☐	No ☐
If not, do you have resident status, or	Yes ☐	No ☐
A current work permit?	Yes ☐	No ☐
Have you ever had a criminal conviction? If "Yes" please detail:	Yes ☐	No ☐
Have you ever received a police diversion for an offence? If "Yes"' please detail:	Yes ☐	No ☐
Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes"' please detail:	Yes ☐	No ☐
Are you awaiting sentencing/currently have charges pending? If "Yes"' please state the nature of the conviction/cases pending:	Yes ☐	No ☐
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 elaborate:	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 detail:	Yes ☐	No ☐
Do you have a current driver's licence?	Yes ☐	No ☐
Please supply a copy of evidence of your current teacher registration, category and expiry date	Registration Number: Status: Expiry Date:	

I certify that the information I have supplied in this application is true and 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.

Signature _____Date _____