APPLICATION FOR APPOINTMENT

Thank you for applying for the position of Scale A Teacher _____

(write phase or year level)

1. Please complete this form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position and a *cover letter* outline your suitability for the position.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications. These will be needed to verify the copies which will be retained for the school's records.
4. If you are selected for an interview you may bring whānau/support people at your own expense. **Please advise the Principal, if this is your intention**
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. 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 fine or costs

    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 Police vetting results. The Act will make it unlawful to employ people with convictions for these offences, unless they have an exemption.

7. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 2020.
8. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and will then be destroyed.
9. You are required to provide the details of two referees.
10. All information received will be confidential to the Maraetai Beach School Board of Trustees.

N.B. If shortlisted, you will be required to bring to your interview, originals of two types of identification.
1. Photo ID e.g. passport and a NZ Driver Licence
2. Teacher Practising Certificate
3. If you do not have one or other of the above documents, please supply a birth certificate, bank statement or IRD number

TO: PRINCIPAL (Envelopes should be stated with "Confidential Application")

POSITION APPLIED FOR: Scale A Teacher Fixed Term - please indicate preferred year level _____

PERSONAL DETAILS:

Name: _____

Address: _____

_____

_____

Registration No: _____

Expiry Date: _____

Home Phone: (0) _____

Work Phone: (0) _____

Mobile Phone: (0)_____

Email: _____

PRESENT EMPLOYER:

Name of present employer:

_____

Address: _____

_____

_____

Position held:_____

Work Phone: (0) _____

Other Phone: (0) _____

Date commenced: _____

REFEREES: (Note: at least one of these should be able to attest to your most recent work performance)

Name: _____

Address: _____

_____

_____

Home Phone: (0) _____

Work Phone: (0) _____

Mobile Phone: (0)_____

Email: _____

Name: _____

Address: _____

_____

_____

Home Phone: (0) _____

Work Phone: (0) _____

Mobile Phone: (0)_____

Email: _____

TERTIARY EDUCATION QUALIFICATIONS

Institution attended	Year	Qualifications attained	Date awarded

TEACHING SERVICE (list all schools and positions):

Position	Salary Scale	School	Date from	Date to

PROFESSIONAL MEMBERSHIPS

Please given details below:

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

Do you have a current New Zealand Driver Licence? ☐ Yes ☐ No

Do you give permission for your police record to be checked? ☐ Yes ☐ No

Are you a New Zealand Citizen ☐ Yes ☐ No

- If not, do you have residential status? ☐ Yes ☐ No
- A current work permit? ☐ Yes ☐ No

Have you changed your name by deed poll / statutory declaration? ☐ Yes ☐ No

Other names known by: _____

PRIVACY ACT 2000 (To be signed by the Applicant)

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.

In accordance with the Privacy Act 2020, I authorise the board of trustees to obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board.

APPLICANT'S SIGNATURE: _____ DATE: _____

DECLARATION:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences). Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment? ☐ Yes ☐ No

If *YES*, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I know of no reason why I would not be suitable to work with children/young people.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

All staff employed at Maraetai Beach School are expected to disclose to the Principal any actual or potential conflicts of interest relating to their position, actions or relationship to others. Those with a conflict of interest are expected to recuse themselves from (i.e., abstain from) decisions where such a conflict exists. Please disclose any conflicts of interest about which you are currently aware.

APPLICANT'S SIGNATURE: _____ DATE: _____

Note: If completing this form electronically, a signed hard copy must be provided

APPOINTMENT TIMELINE

The Maraetai Beach School Board of Trustees has set the following timeline for the appointment. Every effort will be made to keep to the following schedule in determining the successful candidate.

Gazette Advertisement	12 November 2026
Closing date for applications	19 November 2026
Shortlisting completed	20th November 2026
Interviews	24th November 2026
Successful Candidate Notified By	25th November 2026
Appointment commences	26th January 2027

The Board reserves the right to conduct a 2nd interview if required.

Checklist - We need to receive completed:

- Application form
- Curriculum Vitae and Cover letter – with copies of verified qualification certificates to be provided at interview only
- Two referees who are able to be contacted.

Completed applications to be received by email (preferred):

Lou Reddy (Principal)
Email: lreddy@maraetaibeach.school.nz