TARARUA COLLEGE

JOB APPLICATION

Application for Position of Deputy Principal (Curriculum) Application Form

- Please complete all sections of this form and email to:

  The Principal's PA
  Mrs Michelle Rankin
  mrankin@tc.school.nz

- Closing date for this application is **3pm on Friday 27th of November 2026.**

Collecting and holding personal information: The information you provide on this Application for Employment form will be collected and held by Tararua College.
Purpose: This information is being collected for the purposes of assessing your suitability for employment at Tararua College.
If your application is successful, this form will be retained on your personnel file. If unsuccessful this form, along with your other associated application papers, will be destroyed one month after the appointment of the successful applicant. All documents associated with the application process for the position of Deputy Principal (Curriculum) remain confidential to the Tararua College Board of Trustees and will be destroyed one month after the appointment of the successful applicant.

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PERSONAL DETAILS

Mrs / Miss / Ms / Mr /Dr Choose an item.

First Name: Click here to enter text.

Last Name: Click here to enter text.

Previous last name (if used in teaching practice): Click here to enter text.

Residence Status: Click here to enter text. Yes: ☐ No: ☐

Other: Click here to enter text.

Address: Click here to enter text.

Telephone (Home): Click here to enter text. (Work): Click here to enter text.

Mobile Phone: Email Address: Click here to enter text.

New Zealand Ministry of Education Employee Number:

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Citizenship	Yes	No
Are you a New Zealand citizen?	☐	☐
If not, do you have resident status?	☐	☐

New Zealand Teacher Registration Status	Yes	No
Have you been appraised in the last 12 months according to the Teaching Council's Standards for the Teaching Profession?	☐	☐
Have you ever had your registration status cancelled or refused?	☐	☐
Have you ever been on competency, suspended or dismissed from a teaching position?	☐	☐
TCNZ Registration Number: Status: (Full/provisional/subject to confirmation) Expiry Date:	☐	☐
Are there any other factors that we should know about to assess your suitability for appointment and ability to do the job regarding your teacher registration status? If 'Yes', please detail:	☐	☐

Present Employment
School:
Date Appointed:
Current Teaching Position:
Permanent/Part-Time/Reliver/Other(specify)
If not teaching state present occupation:

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Educational Qualifications **Use separate sheet if desired.**		
Certificates, Degrees, Diplomas, or other relevant qualifications	Subjects or Paper and Levels	Date Year Completed

Employment History ***Please outline most recent employment history beginning with current or latest employment***			
Period Worked (dates)	**Employer's Name**	**Position Held**	**Reason for leaving**

Strengths/Interests (*use separate sheet if desired)*
If you wish, please state in support of your application, any special qualifications, experience, or strengths that you feel you possess any extra-curricular activities with which you may be prepared to assist.

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Consent to approach current employer You may stipulate in the comment box below if you would like contact with your current employer to be only if shortlisted for the position. Comment:	**Yes** ☐	**No** ☐

If shortlisted and interviewed, you will be required to supply Evidence of Identity as per the Department of Internal Affairs, 'Evidence of Identity Standard v2.0'.
Please be prepared to provide the following forms of identification:
Category A – Primary Identification Document. E.g., passport, citizenship certificate.
Category B – Second Form of Official Identification. E.g., Drivers Licence, IRD Number.
Plus, one of the above must be a photographic identification and be verified in person against the candidate.
Records may be checked such as a payroll search.

Disclosure

I have fully disclosed all information about my academic, teaching, and personal history that would be relevant to my appointment to this position.
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. I confirm in terms of the Privacy Act 1993, that I have authorised access to my referees.

Signature Date

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APPOINTMENT CRITERIA

The following criteria will be used to help shortlist candidates for the position:

- Current knowledge of teaching pedagogy
- Current knowledge of leadership pedagogy
- Willing to contribute to the co-curricular programme.
- Proven ability to work positively with Senior Leadership Team(s)
- Understanding of current issues in education and at Tararua College
- Experience in Secondary School management
- Understanding of priority learners

The position you have applied for requires specific knowledge, skills, attributes, and personal characteristics. These are stated in the job description (attached). Please outline below how you meet each of these attributes and abilities.

Knowledge, skills, attributes, and personal characteristics that link to the Deputy Principal Job Description	**Roles in which you have demonstrated these**	**Provide evidence**
Professional leadership		
Mentoring and development of staff		
Strategic Management		

Understanding and practice of culturally responsive relational pedagogy		
Administration		
Professional Development		
Other		