Application for Appointment - Fixed Term Scale A (Phase 1)

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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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 Beachlands School Board of Trustees.

If shortlisted, you will be required to bring to your interview originals of two types of identification:

1. **Photo ID eg passport or NZ Drivers Licence**
2. **Teacher Practicing Certificate**
3. **If you do not have one of the above documents, please supply a birth certificate, bank statement or IRD number**

Appointment Timeline

Gazette Advertisement	23 November 2026
Closing date for applications	1 December 2026 - 3pm
Shortlisting completed	2 December 2026
Interviews Successful Candidate Notified by	Interviews may take place prior to December 1st
Appointment commences	Thursday 28th January 2027

Appointment Checklist

Completed Application Form
Curriculum Vitae
Cover Letter (with verified qualification certificates to be provided at interview only)
Names of two referees who can be contacted by phone

Completed applications to be sent preferably by email

Mrs Lisa Bethune
principal@beachlands.school.nz