401 Teasdale Street
TE AWAMUTU 3800

25 November 2026

Dear Applicant

Thank you for expressing an interest in the Permanent, Base Scale, Year 6 teaching position at Te Awamutu Primary School. The position we are looking to fulfil starts on the **28th January 2027**.

Information about our school can be obtained from our school website www.taps.school.nz . Please feel free to contact us, if you would like to make a school visit.

Please complete this 'Application for Employment' form and return it with your CV and a covering letter. It should be emailed to principalpa@taps.school.nz by **9am, Wednesday 9th December 2026.**

Timeline for appointment

- Closing date — 9am, Wednesday 9th December 2026
- Interviews — During the application period and immediately after.
- Position commences — Wednesday, 28th January 2027

If you have any further questions or would like to visit our school prior to application, please do not hesitate to contact me.

Ngā mihi nui

Sharon Griffiths

Sharon Griffiths
Tumuaki / Principal

Application for Employment

Personal Details				
Position you are applying for	Permanent Base Scale Teacher			
Full name				
Preferred Title				
Address				
Telephone (Home)				
Telephone (Work)				
Telephone (Mobile)				
Email				
Practising Certificate Information	Do you hold a current Practising Certificate from the Teaching Council of Aotearoa	Yes	No	Pending
	Certificate Number:			
	Certificate Category:			
Ministry of Education Physical Restraint Module Completed		Yes	No	Still to complete

Employment History - please begin with your most recent employment *Please explain any gaps in employment. E.g. If you were self-employed, had a family etc*			
Employer's Name	Position held	Reason for leaving	Period employed

Proof of Identity and Right to Work Check	**Yes**	**No**
Are you a New Zealand citizen? *Shortlisted applicants being interviewed will need to provide originals of two types of identification (one photo I.D e.g. passport, New Zealand driver licence, and the other, a record I.D e.g. birth certificate, bank statement, a bill).*		
If not, do you have New Zealand permanent resident status?		
If you are, do you have a current work permit?		
Have you ever had a criminal conviction? *Convictions that fall under the clean slate scheme do not have to be disclosed.*		
Have you ever received a police diversion for an offence?		
Have you ever been discharged without conviction for an offence?		
Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?		
Are you awaiting sentencing or have charges pending?		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? *If you have answered yes, please mention here:*		
Have you ever been the subject of any concerns involving child safety?		
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 position may aggravate or contribute to?		
Do you have a current New Zealand driver's licence?		

Referees

Referee 1	
Full name	
Address	
Contact Details	Telephone (Home):
	Telephone (Work):
	Telephone (Mobile):
	Email:
Relationship to applicant	
Years known to applicant	

Referee 2	
Full name	
Address	
Contact Details	Telephone (Home):
	Telephone (Work):
	Telephone (Mobile):
	Email:
Relationship to applicant	
Years known to applicant	

Authority to approach other referees	Yes/No	Initials
I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.		
I authorise the Board, or nominated representative, permission to access any information held by the Teaching Council of Aotearoa or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.		
To the best of my knowledge the statements in my application and *Curriculum Vitae* are true and accurate. I give permission for these claims to be verified. I understand that the conditions of my employment may be jeopardised if the claims are found to be false.		
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 and Date

To the best of my knowledge, the information included in this application is truthful and is an honest reflection of my practice as an educator.

Signature …… **Date** ……