

KINDERGARTEN TEACHER/HEAD TEACHER & SENIOR TEACHER APPLICATION FORM

Before completing this form please read it through carefully, taking note also of information printed in the Education Gazette with the kindergarten advertisements. Late applications will not be accepted.

INSTRUCTIONS FOR COMPLETION OF THIS APPLICATION

- Applicants must complete this form and may use additional pages where necessary.
- All supporting material accompanying this application must be on A4 paper. Do not send original documents and do not enclose material in clear file folders or similar.
- Use black pen and/or ensure that material from typewriter or word processor is dark enough to photocopy.
- When authorised by the applicant, attachments to this application form will be retained by the association concerned for a maximum of 12 months. Except when requesting the use of previous submitted attachments, all supporting material must be attached to this application form. (Refer to Section 17.)

1. APPLICANT:

Full Name

Former Name

Address

.....

Phone No.

Date of Birth

2. POSITION:

Vacancy No.

Position

Kindergarten

Association

Teacher Registration No.

Category

Current First Aid Certificate: Yes[] No[]

Date Issued (Please attach copy)

Professional Standards Attestation Yes[] No[]

Date:..... (Please Attach)

3. EARLY CHILDHOOD EDUCATION QUALIFICATION – Kindergarten Diploma, Diploma of Teaching ECE or equivalent:

Where training undertaken

Date ECE Qualification or equivalency awarded

N.B. If granted equivalency by the N.Z. Qualifications Authority a copy of equivalency certificate must be enclosed.

4. EMPLOYMENT:

a. Current Employment:

Position	Kindergarten/Centre	Association/Employer	From
.....			

b. Past Paid Teaching Positions Held:

Position	Association/Employer	From - To
		Month/Yr-Month/Yr
.....		
.....		
.....		

b. Other Relevant Positions Held:

Position	Association/Employer	From - To
		Month/Yr-Month/Yr
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5. LENGTH OF TEACHING SERVICE:

a. Total number of years and months in permanent kindergarten positions:

Senior Teacher Head Teacher Teacher

b. Number of years and months in permanent other early childhood positions:

Supervisor Asst. Supervisor Worker

c. Number of years and months in six weeks or longer continuous relieving:

Kindergarten Senior Teacher..... Head Teacher Teacher

Childcare..... Other (specify).....

6. POST-SCHOOL QUALIFICATIONS

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7. OTHER QUALIFICATIONS, e.g. Speech, Music, etc.;

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8. CURRENT STUDY

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9. RELEVANT COURSES ATTENDED:

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10. IN TERMS OF THE PROFESSIONAL STANDARDS PLEASE INDICATE YOUR SPECIFIC TEACHING SKILLS STRENGTHS AND INTERESTS:.....

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13. PREVIOUS CONVICTIONS:

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?

Yes [] No [] If "yes" please provide brief details
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14. HEALTH:

Kindergarten requires active indoor and outdoor supervision at all times. Is there any reason why you may not be able to perform the essential functions of the position you are applying for?

Yes [] No [] If "yes" please provide brief details
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15. REFEREE REPORTS:

You may arrange for the provision of up to three referees reports from persons able to provide comment on your professional work. Report forms are available from kindergarten associations and should be forwarded to the referees with an envelope stamped and addressed to the appropriate appointments secretary as shown in the Education Gazette. You are required to complete part of this report form.

Subject to the approval of the referees concerned, referees report forms will be held on file at the appointments office to which they were forwarded for a maximum of 12 months. At your request they may be used for subsequent applications to that office. It is your responsibility to ensure that previous referees reports are held on file at the office to which you are making application for each particular vacancy.

Referees reports to be used with this application: (Please indicate whether these are currently held on file):

- 1. Yes [] No []
- 2. Yes [] No []
- 3. Yes [] No []

16. PERSONAL INFORMATION DISCLOSURE AUTHORITY:

I, hereby authorise the collection of personal information from any current or previous employer, training establishment, other agency or individual, for the purpose of determining my suitability for the kindergarten position for which I am applying, without further reference to me.

Please supply below any agency or individual whom you do not wish an approach to be made in relation to this application:

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17. Please indicate whether you want the attachments to this application held on file for a maximum of 12 months in order that they can be used with future applications to the same association for vacancies of a similar nature. Yes [] No []

Please note that incorrect or misleading information or the omission of important information may disqualify you from appointment or, if appointed to the position, make you liable for dismissal.

I certify that to the best of my knowledge all information provided in this application is true and correct.

Signature: Date: