***Application Pack***

***Classroom Teacher***

***Goodwood School***

*517 Fencourt Road   
R D 1 Cambridge 3493*

Phone: 07 *827 6817*

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*Goodwood School*

*517 Fencourt Road   
R D 1   
Cambridge  3493*

Dear Applicant,

Thank you for your interest in the position of **classroom teacher** at Goodwood School.

Goodwood School is a great place to work. We have wonderful explorers and a very supportive team.

We are seeking inspiring, energetic, innovative, child-centered, culturally sustaining, professional NZ registered teachers to join our collaborative team.

We have one permanent position available.

For further information:

• See the school website: www.goodwood.school.nz.

• Contact: David Graham, Principal on 0278468959 or email david@goodwood.school.nz

Visits are welcome and encouraged. We would love the opportunity to show you our school.

**Your Application for a Classroom Teacher’s position is to be received, with your CV and covering letter by 4.00pm on Monday 26 November 2018.**

Please ensure your three referees are aware they have been nominated and that you have authorised them to disclose information about you to the Board for the purpose of determining your suitability for the advertised position should we choose to contact them. Referees may also be contacted during the short list process. The board may also make inquiries to previous employers, or other persons deemed necessary to satisfy the Board as to the suitability of the applicant. The Board of Trustees will hold this application form and supporting documentation in strictest confidence.

All completed application details can be sent to:

Post to: Confidential Application for Classroom Teacher Vacancy,

The Principal,

Goodwood School

517 Fencourt Road   
R D 1   
Cambridge 3493

Or Email to: [applications@goodwood.school.nz](mailto:david@goodwood.school.nz) **(preferred)**

If you have any queries, please direct these to:

David Graham

Principal

Goodwood School

Phone: 0278468959 or email [david@goodwood.school.nz](mailto:david@goodwood.school.nz)

**Anticipated Appointment Process and Timeline**

* Applications close: **4.00pm Monday 26 November 2018**
* Shortlisting **Monday 26 November – Thursday 29 November 2018 (**This may include classroom visits)
* Shortlisted Candidates will be finalised and applicants advised by **Friday 30 November 2018**
* Interviews will be held from **Saturday 1 December**
* Appointments made and applicants notified by **Monday 3 December 2018**
* Successful applicants commence **Thursday 31January 2019**

Yours sincerely

**David Graham**

**Principal**

**Goodwood School**

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| **Information for Applicants:** |

Thank you for applying for the position of **Classroom Teacher** at Goodwood School.

Classroom teachers at Goodwood School work in a supportive and collaborative environment and deliver high quality learning programmes.

Final Job Descriptions will be confirmed once appointed; teachers will be appraised against the *Code of Professional Responsibility and Standards for The Teaching Profession*. Teaching as Inquiry processes are a key part of professional practice at Goodwood.

1. Please complete the attached forms personally. Read them through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach curriculum vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you may be required to provide originals as proof of qualifications.
4. Failure to complete this application and to 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.
5. Shortlisted applicants will subject to the requirements of the Vulnerable Children’s Act.
6. 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; and
* The offence was not a specified offence (specified offences are in the main, sexual in nature); and
* You have paid any fine or cost.

1. 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.
2. The 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 1993.
3. CV’s provided from non-successful applicants will **not** be returned unless a stamped self-addressed envelope is provided. Application forms and CV’s from non-successful applicants will be held until the appointment process is completed and will then be destroyed.
4. All information received will be confidential to the Appointments Committee
5. Applicants are encouraged to visit the school if they wish.
6. If you are selected for an interview, you may bring whanau and or a support person at your own expense. Please inform the Board of Trustees Chairperson if this is your intention.

Closing date for the receipt of applications is 4pm on **Monday 26 November 2018**. Late applications will not be accepted.

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| **Application for Appointment:** |

**To: Principal, Goodwood School**

**Position Applied for: Classroom Teacher, Goodwood School**

**Position Applied for: Permanent Position Fixed Term for 2019 Either considered**

**Preferred Level (s): Junior Yr 0 - 2 Middle Yr 3 - 4 Senior Yr 5 - 6**

**Personal Details:**

Mr Mrs Ms Miss

Name: ……………………………………………………………………………………………………………………………………………………….

Address: ………………………………………………………………………………………………………………………………………………………

Home Phone: ( ) ………………………………………….. Work Phone: ( ) …………………………………………………

Mobile Phone: ( ) ………………………………………….. email: ………………………………………………………………………………

Registration No: ………………………………………………………..

Registration Status: …………………………………………………..

**Present Employer:**

**Name of present employer: …………………………………………………………………………………………………………………………..**

**Address: …………………………………………………………………………………………………………………………………………………**

Work Phone: ( ) ………………………………………….. Other Phone: ( ) …………………………………………………

Date Commenced: …………………………………………………… Position Held: ………………………………………………………………….

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| **Referees:** |

1:

Name: ……………………………………………………………………………….. Home Phone ( ) ……………………………………

Position: ……………………………………………………………………………… Work Phone ( ) ……………………………………

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…………………………………………………………………………………………… Email: …………………………………………………………………

2:

Name: ……………………………………………………………………………….. Home Phone ( ) ……………………………………

Position: ……………………………………………………………………………… Work Phone ( ) ……………………………………

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3:

Name: ……………………………………………………………………………….. Home Phone ( ) ……………………………………

Position: ……………………………………………………………………………… Work Phone ( ) ……………………………………

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| **Tertiary Education Qualifications:** | | | |
| *Institution attended* | *Year* | *Qualifications attained* | *Date awarded* |
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| **Teaching Service (list all schools and positions):** | | | | | | | |
| *Position* | | *Salary Scale* | *School* | | *Date from* | *Date to* | |
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| **Teaching Strengths.** | | | | | |
| *Please give details:* | | | | | |

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| **Other Relevant Skills, Experience and Interests:** |
| *Please give details:* |

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| **Health:** |
| *Have you had injury or medical conditions that the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the duties of classroom teacher?*  ***YES / NO***  *If yes, please give details below…*  *Do you have any current or previous matters known to the Teachers / Education Council?* ***YES / NO***  *Do you have a current New Zealand driver’s licence?* ***YES / NO***  *Do you give permission for your Police record to be checked?* ***YES / NO***  *Have you changed your name by deed poll/statutory declaration?* ***YES / NO***  *If yes, other names known by:* |

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| **Privacy Act 1993 (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.*  *Furthermore, consent is given for members of the Goodwood School Appointment Committee to make enquiries of my present or past employers, colleagues or any other person who may assist in establishing my suitability for the position of Classroom Teacher at this school.*  **Applicant’s Signature: ……………………………………………………….. Date: ……………………………** |
| **Declaration:** |
| *HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences), 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 relevant court records available from the register of the court concerned.*  *I certify that I am registered (or provisional 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 CV is correct.*  **Applicant’s Signature: ……………………………………………………….. Date: ……………………………** |