

KINDERGARTEN TEACHER/HEAD TEACHER APPLICATION FORM

Please use this writeable PDF as a working document, allowing you to save your progress. Once you have completed your application, please cut and paste into the online form.

- A copy of your completed application form for your records, will be sent to your email address if provided, once submitted online.
- Any supporting material to accompany this application (not required) must be forwarded to careers@kidsfirst.org.nz to arrive no later than the closing date for this vacancy. If posting documentation, do not enclose material that is bound and ensure it is on A4 paper, as this will be copied for the panel.
- When authorised by the applicant, attachments to this application form will be retained by the Association for a maximum of 12 months. It is your responsibility to ensure that this material if being used is held on file.
- Please note that all appointments will be made to the Association, with placement being at the kindergarten where the current vacancy is held.

1. Applicant

Full name (include any former names)

Iwi

Address

Phone number

Mobile phone

Email address

2. Position applying for

Vacancy number

Position

Kindergarten

Teacher registration number

Current First Aid Certificate

 Yes No

Date issued

Expiry date

 FULL STC PCT

3. Qualifications

Early childhood

Date of qualification

Post graduate (teaching related)

Date of qualification

Other

Date of qualification

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4. Professional development

Detail any tertiary study / short courses you are currently enrolled in:

Detail any professional development you have completed in the last 3 years, relevant to the vacancy you are applying for:

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5. Employment history — please indicate whether full time (FT) or part time (PT)

Current employment

Position	Kindergarten/Centre
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Association/Employer	From (month/year)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 15%; height: 20px;" type="text"/> FT <input style="width: 15%; height: 20px;" type="text"/> PT <input style="width: 15%; height: 20px;" type="text"/> Rel

Past teaching positions held

Position 1	Kindergarten/Centre
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Association/Employer	From (month/year)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 15%; height: 20px;" type="text"/> FT <input style="width: 15%; height: 20px;" type="text"/> PT <input style="width: 15%; height: 20px;" type="text"/> Rel

Position 2	Kindergarten/Centre
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Association/Employer	From (month/year)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 15%; height: 20px;" type="text"/> FT <input style="width: 15%; height: 20px;" type="text"/> PT <input style="width: 15%; height: 20px;" type="text"/> Rel

Position 3	Kindergarten/Centre
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Association/Employer	From (month/year)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 15%; height: 20px;" type="text"/> FT <input style="width: 15%; height: 20px;" type="text"/> PT <input style="width: 15%; height: 20px;" type="text"/> Rel

Other relevant positions held

Position	Kindergarten/Centre
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Association/Employer	From (month/year)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 15%; height: 20px;" type="text"/> FT <input style="width: 15%; height: 20px;" type="text"/> PT <input style="width: 15%; height: 20px;" type="text"/> Rel

6. Length of teaching service (excluding day to day relieving)

Total number of years and months in kindergarten positions:

Senior Teacher: Head Teacher: Teacher:

Total number of years and months in other early childhood positions:

Supervisor: Asst Supervisor: Teacher:

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7. Relevant experience other than teaching in an early childhood centre / kindergarten

8. Overall suitability for the position

In relation to your personal qualities and the extent to which you believe you would work well with the staff and the kindergarten/ community concerned. Using the selection criteria set out in the **job specification** for this position, please outline the ways in which you meet the requirements for this role.

(a) Curriculum and teaching requirements for this position

Please detail the strengths you have specific to the curriculum and teaching areas required, including articulating specific examples of you putting these strengths into practice:

8. Overall suitability for the position (continued)

(b) Relationships with children

Please detail the strength you have specific to relationships with children, particularly those groups identified in the person specification, including articulating specific examples of you putting these strengths into practice:

8. Overall suitability for the position (continued)

(c) Meeting the community requirements for this position

Please detail the strengths you have specific to meeting the community requirements as noted in the job description, including articulating specific examples of you putting these strengths into practice:

(d) Working as part of a teaching team

Please detail the strengths you have working as part of a teaching team, including articulating specific examples of situations you have been part of, and the role you have played in teams.

8. Overall suitability for the position (continued)

(e) Personal characteristics sought for this position

Referring specifically to the person specification, detail any additional strengths you have relevant to this position, including articulating examples of you putting these strengths into practice where relevant.

9. Criminal conviction

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

Yes No If yes please provide brief details:

10. Health

Have you any disabilities or medical conditions which:

- May prevent or restrict you from performing any aspect of the job for which you are applying
- May require specific accommodation by the employer or other staff to enable you to perform the job
- May have an impact on the health and safety of yourself, other employees, the children or parents attending the place of work.

Yes No If yes please provide brief details:

11. Referees reports

You may arrange for the provision of up to three referee reports from persons able to provide comment on your professional work. Report forms must be on the prescribed form which is available to be completed and submitted online. Subject to the approval of the referees concerned, referee report forms will be held on file at the Association office for a maximum of 12 months. They may, at your request, be used for subsequent applications to the Association. It is your responsibility to ensure that previous referee reports are held on file at the Association office when making an application for a particular vacancy.

Referee reports to be used with this application (please indicate whether you believe these are held on file from a previous application within 12 months):

1. Held on file New
2. Held on file New
3. Held on file New

12. Personal information disclosure authority

I, _____, hereby authorise the collection of personal information from any current or previous employer, training establishment or other agency or individual, for the purpose of determining my suitability for the Association position for which I am applying, without further reference to me. Please specify below any agency or individual to whom you **do not** wish an approach to be made in relation to this application:

N.B. Your authority is required in accordance with the provisions of the Privacy Act 1993

Declaration

Please note that incorrect or misleading information or the omission of important information may disqualify you from appointment, or, if appointed to the Association, 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

