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| **Principal position application form** | | | | | | | | | | | | | |
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| ***Please email or post to:*** | |  | **‘Job Application Confidential’**  [position@grantleadowns.school.nz](mailto:position@grantleadowns.school.nz)  Principal Position  Grantlea Downs School  65 Grants Road  Timaru 7910 | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **personal details** | | | | | | | | | | | | | |
| Surname | |  | | | | | | | | | | | |
| Given names | |  | | | | | | | | | | | |
| Preferred name | |  | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Contact details | | home | | |  | | work | | |  | | | |
|  | | mobile | | |  | | email | | |  | | | |
|  | | | | | | | | | | | | | |
| **Certificated Teacher Status** | | ✓ | | **Registration No.** | | | | | | | | | Expiry date |
| Certificated teacher | |  | |  | | | | | | | | |  |
| Provisionally certificated | |  | |  | | | | | | | | |  |
| Not certificated | |  | |  | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Present Position** | |  | | | | | | | | | | | |
| School | |  | | | | | | | | | | | |
| Date appointed | |  | | | | | | | | | | | |
| Type of appointment | |  | | | | | | | | | | | |
| **Can we contact your presiding member about this position?** | | | | | | **yes** | | | **no** | | |  | |
|  | | | | | | | | | | | | | |
| **Educational  Qualifications** | Type of qualification | | | | | | | Date received | | | Received from | | |
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| **Details of Training and Service**  Please include details of your work history for the last 5 years. | | | | | | | |
| school | | position | | | | dates | class level |
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| Please indicate any breaks in service and give reasons, e.g. overseas travel: | | | | | | | |
| dates | | reason for break | | | | | |
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| **Total certificated service** | | | | | | | |
| **A** | In permanent positions | |  |  | years |  | months |
|  | |  | |  |  |  |  |
| **B** | In relieving positions | |  |  | years |  | months |
|  | | | | | | | |
| **Professional Development**  *Please provide a summary of recent professional learning and development.* | | | | | | | |
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| **confirmation** | | | | | |
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| **1** | I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.  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 dismissed. | | | **yes** | **no** |
|  |  | | | | |
| **2** | I am currently registered to teach in New Zealand. | | | **yes** | **no** |
|  | | | | | |
| **3** | In accordance with the Privacy Act, I authorise the board of trustees to:   * Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board * Obtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the board. * Contact the Teaching Council. | | | **yes** | **no** |
|  | | | | | |
| **4** | **student safety  [*Cross out the statement that doesn’t apply to you*]**   * I have never been the subject of a complaint about the safety of a student. * I have been the subject of a complaint about the safety of a student. *Please give dates and details:* | | | | |
|  | | | | | |
| **5** | **offences against the law [*Cross out the statements that don’t apply to you*]**   * I have never been convicted of an offence against the law (excluding minor traffic convictions). * I have no pending charges of an offence against the law. * I have been convicted of an offence against the law. *Please give dates and details:* * I have pending charges of an offence against the law. *Please give dates and details:* | | | | |
|  | | | | | |
| **6** | I know of no reason why I would not be suitable to work with children or young people. | | | **true** | **false** |
|  | | | | | |
| **7** | In addition to any other information provided above, are there any other factors that we should know to assess your suitability for appointment and ability to do the job? *Please give details* | | | **Yes** | **No** |
|  | | | | | |
| **8** | Have you had any injury or medical condition caused by gradual process, disease, or infection, which the tasks of this position may aggravate or contribute to? *Please give details* | | | **Yes** | **No** |
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|  | |  |  | | |
| *Applicant’s signature* | |  | *Date* | | |

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| **referees** |

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| Please provide the names and contact details of three referees below. Referees’ reports are confidential to the board. Referees will only be contacted for candidates who are short-listed. | | | | |
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| **referee’s details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |
|  | | | | |
| **referee’s details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |
|  | | | | |
| **referee’s details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |

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| **Person specification** |

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| The position you are applying for requires specific knowledge, skills, attributes, and personal characteristics. These are stated in the person specification within the application pack. Please outline below how you meet each of the following attributes and abilities. Even if this information is in your CV, please fill this form out in full. Mrs Sandra Annett (Deputy Principal) can assist with any questions you might have. |

| **Knowledge, skills, attributes, and personal characteristics** | **Past roles in which you have demonstrated this** | **How did you demonstrate this** |
| --- | --- | --- |
| Has the ability to embrace our Charter and has the skills to implement our vision, goals, and values. |  |  |
| Be an excellent communicator who can build strong, positive relationships with students, staff, the board, parents, and the community. |  |  |
| Supports good environmental and sustainable practices, values our school environment and the wellbeing of ākonga and kaimahi. |  |  |
| Can confidently manage a team; inspiring joint and individual excellence through clear communication, high expectations, supporting on-going professional development and building positive working relationships. |  |  |
| Uses an inclusive leadership style where kaimahi, and hapori input is encouraged and valued to enable beneficial and meaningful decisions for all areas of school life. |  |  |
| Be able to efficiently manage the significant financial, property, compliance and personnel tasks that come with this leadership position. |  |  |
| Is passionate about improving student performance and motivating students to achieve |  |  |