

Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

Thank you for your interest in applying for a position at Jean Batten School. Please ensure that you have a copy of the job description and person specification before completing the application.

- 1 Fully complete the form personally, answer all of the questions and sign and date the form on the last page.
- 2 Attach a curriculum vitae (CV) containing any additional information.
- 3 List three referees who can verify claims made in the application, including at least one general teaching reference. Please note that writers of written references included may be contacted.
- 4 Your application should make reference to the listed person specifications.
- 5 Only include certified copies of qualification certificates.
- 6 Short-listed applicants will be interviewed. If you are selected for interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
- 7 Failure to complete this application and answer all questions truthfully may result in any offer of appointment being withdrawn or appointment being terminated if any information is later found to be false.
- 8 You must be a currently registered New Zealand teacher.
- 9 In terms of a criminal conviction, under the *Criminal Records (Clean Slate) Act, 2004* certain convictions do not have to be disclosed providing:
 - You have not committed any offence within seven (consecutive) years of being sentenced for the offence and
 - You did not serve a custodial sentence at any time (this excludes serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
 - You have paid any fines or costs.

Note

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, preparation orders, community-based sentences and suspended sentences. 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.

- 10 Under the *Vulnerable Children Act 2014*, **core workers** in schools will not be covered by the Clean Slate. All serious sexual or violent offences against children will be included in their police vetting results. The Act makes it unlawful to employ people with convictions for these offences unless they have an exemption.
- 11 All applications should be sent to the Principal with the envelope marked 'Confidential - Application for Teaching Position'. Faxed and emailed applications will be accepted.
- 12 This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the *Privacy Act, 1993*. If you have any queries, please contact the Principal, Jean Batten School.
- 13 Your CV will be returned to you after the appointment process if a stamped, self-addressed envelope is provided.

Jean Batten School operates an Equal Employment Opportunities programme and encourages all possible applicants to apply for this position.

JEAN BATTEN SCHOOL

Address	Jean Batten School 6 Imrie Avenue Mangere AUCKLAND 2022																				
Website	www.jeanbatten.co.nz																				
Phone/Fax	(09) 275 5733 (phone) (09) 275 5737 (fax)																				
Principal	Jeff Bruce jeff@jeanbatten.school.nz																				
Current roll	485																				
Mission statement	At Jean Batten School we challenge our students to navigate their learning on high-flying pathways that will prepare them for take-off into the future																				
Vision statement	High-flying students																				
General description of the school and community	<p>Jean Batten School is a state co-educational, contributing, primary school located in Mangere East, Manukau City. The school comprises 24 teaching spaces, a library/ICT suite, a teaching resources room, an administration block (offices, staff facilities, sick bay), specialist teaching areas, a hall and a caretaker's shed. Other features of the physical environment are large paved areas, a sizeable playing field, three adventure playgrounds and shade structures. A lunch room operates daily.</p> <p>The grounds and buildings are well cared for with an ongoing plan for maintenance and improvement. The school is also well equipped with teaching resources that meet the needs of the students and these are being constantly upgraded and replaced through operational grants and locally raised funds.</p> <p>The area adjacent to the school was established in the mid-1960s. The school opened in February 1970 and built to a roll of 700+ in 1973.</p> <p>The school was officially opened on 7 March 1970 by Jean Batten. Of Jean Batten's many flying feats, her greatest achievement was to fly her plane, the 'Percival Gull', solo from Great Britain to New Zealand in 1936 - the first person to do this. The school's motif is an image of Jean Batten's plane and our motto, 'Faith in God – Confidence on Oneself' is also attributed to her. Although Jean Batten lived most of her life overseas, she visited the school on several occasions and, following her death in 1983, left a significant amount of money to the school in her legacy. One thing she requested the bequest to be used for was a prize for annual oral reading competitions which we now run at all levels of the school. Legacy money is also used for prizes associated with the school's annual speech contests, other competitions and for music.</p> <p>The school hall was opened in August 1999 by Mr Rick Batten, a nephew of Jean Batten. The Grace McPeak Information Centre (library and ICT suite) is named in memory of a former principal.</p> <p>The significant number of migrant families living in the area contribute to the wide mix of cultures represented in the school, many of whom speak English as a second language. The current roll balance is:</p> <table style="margin-left: 40px;"> <tbody> <tr> <td>European</td> <td style="text-align: center;">1%</td> <td>Maori</td> <td style="text-align: center;">18%</td> </tr> <tr> <td>Cook Island Maori</td> <td style="text-align: center;">11%</td> <td>Samoan</td> <td style="text-align: center;">32%</td> </tr> <tr> <td>Tongan</td> <td style="text-align: center;">16%</td> <td>Indian</td> <td style="text-align: center;">11%</td> </tr> <tr> <td>Other Pacific Island</td> <td style="text-align: center;">7%</td> <td>Asian</td> <td style="text-align: center;">3%</td> </tr> <tr> <td>Other</td> <td style="text-align: center;">1%</td> <td></td> <td></td> </tr> </tbody> </table>	European	1%	Maori	18%	Cook Island Maori	11%	Samoan	32%	Tongan	16%	Indian	11%	Other Pacific Island	7%	Asian	3%	Other	1%		
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Application for Appointment

Position applied for

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PERSONAL DETAILS

Preferred title (tick one)

Mr		Mrs		Ms		Miss		Other (please state)	
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Surname/Family name

First names (in full)

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Are you known by any other name(s)?

No		Yes		If yes, please provide	
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Maiden name (if applicable)

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Full postal address

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Email address

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Contact telephone numbers

Home		Mobile		Business	
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Gender*

Ethnicity*

Male		Female		
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*for statistical and EEO purposes)

PROOF OF IDENTITY AND RIGHT TO WORK

Shortlisted applicants will need to provide originals of two types of identification, one photo ID (eg. Passport, New Zealand driver's licence) and the other a record ID (eg. birth certificate, bank statement, bill).

Entitlement to work in New Zealand

Are you a New Zealand Citizen?	Yes		No	
If not, do you have resident status or	Yes		No	
A current work permit?	Yes		No	

Criminal offences

Have you ever received a Police diversion for an offence?	Yes		No	
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If yes, please detail:

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?	Yes		No	
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If yes, please detail:

Are you awaiting sentence or have charges pending?	Yes		No	
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If yes, please state the nature of the conviction/cases pending:

Other relevant factors

Are there any other factors that we should know about in order to assess your suitability for appointment and your ability to do the job?	Yes		No	
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If yes, please detail:

Have you ever been the subject of any concerns involving student safety?	Yes		No	
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If yes, please detail:

Have you had any injury or medical condition caused by gradual process, illness, disease or infection which the tasks of this position may aggravate or contribute to?	Yes		No	
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If yes, please state the nature of the conviction/cases pending:

Do you have a current New Zealand Driver's Licence?	Yes		No	
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EDUCATIONAL QUALIFICATIONS

Name of institution	Location	Number of years completed	Highest qualification gained

EMPLOYMENT HISTORY RELEVANT TO THIS POSITION

Period worked (state length of service)	Employer's name	Position held	Reason for leaving

TEACHER REGISTRATION

New Zealand Teacher Registration

Do you have current New Zealand Teacher registration?					Yes		No	
Number		Status		Expiry date				

SUITABILITY FOR THE POSITION

Please outline the key strengths and interests that you would bring to this position. Even though you are attaching a CV, please complete this fully.

Strengths and interests	<ul style="list-style-type: none">• Past roles in which you have demonstrated your strengths and interests• What did you do which demonstrated this?• Key achievements

REFEREES

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your most recent work performance (please indicate in the table below). If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

Name	Contact details (organisation and address)	Phone (landline preferred)	Relationship

Authority to approach other referees

I authorise the Board/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.	Yes		No	
I authorise the Board/nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ), or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.	Yes		No	

CERTIFICATION

I certify that:

- The information I have supplied in this application is true and correct
- I confirm that, in terms of the *Privacy Act 1993*, I have authorised access to referees
- I know of no reason why I would not be suitable to work with children/young people
- I understand that if I have supplied incorrect or misleading information I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____

Date _____