

PUAHUE SCHOOL

Caretaker Vacancy



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573 Puahue Road
RD1
Te Awamutu

Principal: Scott Wilson
Phone: 07 872 1838
Email principal: principal@puahue.school.nz
Email office: office@puahue.school.nz



May 2022

Dear Applicant,

APPLICATION PROCESS

This booklet should give all the necessary information required to apply for the advertised vacancy at Puahue School for 2022.

All applications should be addressed to:

**The Principal
Puahue School
573 Puahue School
RD1 Te Awamutu, 3879** or emailed to;

swilson@puahue.school.nz

If you decide to proceed with an application for this position, we request that you complete and email the completed application form, cover letter and curriculum vitae to "The Principal" by **5.00 pm Friday 20th May 2022**

1. The enclosed Application Form including the names of three referees who may be contacted if you are invited for an interview. It is requested that referees include past and current employers.
2. A current CV including any qualifications relevant to the position.
3. A short covering letter stating why you believe you are suitable for this position. If any applicant wishes to withdraw their application for any reason, the applicant should immediately notify the Principal by email at: swilson@puahue.school.nz.

Notices of non-appointment will be posted when the process of appointment is complete.

TIME FRAME FOR APPOINTMENT

Wednesday 5th May - Advertised Via Facebook

Friday 20th May - Applications close (5.00 pm)

Friday 27th May - Shortlisted applicants Notified

Tuesday 7th June - Interviews

Friday 10th June - Written acceptance to be received

Friday 10th June - Unsuccessful applicants Notified

Position Commences by negotiation

Puahue School Application for appointment

Important notes for applicants

1. Please fully complete this form personally. Read it through then answer all the questions and make sure you sign and date on the last page where indicated.
2. Attach a *covering letter and curriculum vitae* (CV) containing additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all the questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement of the Education Sector for all employees to be police vetted.
7. 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 (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - the offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - you have paid fines or costs

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

8. This application form and supporting documents will be held by the school. You will be able to access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact Scott Wilson, Principal.

APPLICATION FOR APPOINTMENT

Position applying for Part time Caretaker

Tick One

Mr Mrs Ms Miss

Or other preferred title:

Surname/Family Name	First Names (in full)	Registration Number	Certificate date
Please attach a copy of your registration			

Full Postal Address

Contact Telephone Numbers

Private:	Cell phone:	Business:

Please tick the appropriate boxes:

Are you a New Zealand Citizen?	Yes	No
If not do you have resident status, or	Yes	No
A current work permit?	Yes	No
Have you ever had a criminal conviction?	Yes	No
<i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>		

If "Yes" please detail:

Have you received a diversion for an offence?

Yes

No

If "Yes" please detail:

Have you been convicted in a driving offence which resulted in temporary or permanent loss of licence, or imprisonment?

Yes

No

If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending?

Yes

No

If "Yes" please state the nature of the conviction/cases pending:

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?

Yes

If "Yes" please elaborate:

Have you had any injury or medical condition caused by gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries, for which tasks of this job may aggravate or contribute to?

Yes

If "Yes" please detail:

Do you have a current Full New Zealand drivers licence?

Yes

No

If selected for an interview you will need to bring the original licence as part of the verification process

Have you currently or previously been asked by the teacher registration body to answer any allegations made against you?
 Yes No

Is there any reason why the NZ Teachers Education Council might decline to renew your teacher registration when it expires? Yes
 No

Present Position/Date Appointed

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Employment History: Please outline your most recent employment history,

Period worked	Employer's Name	Position Held	Reason for leaving

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 work performance. If you have included written references from people other than those recorded below, please note that we may contact the writer of these references.

Name and Position	Address	Telephone

Authority to approach other referees: I authorise the Board, or nominated representative, to approach persons or the teachers council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.	Yes	No
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Suitability for Position: Please supply details as to why you believe you are suitable for the position. (Use additional sheet if necessary)

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from the appointment process, or if appointed, may be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signature _____ Date _____