

# PRINCIPAL POSITION APPLICATION

## IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for the principal position.

1. Please fully complete this form personally, answer all questions and make sure you sign and date where indicated on the confirmation/declaration page.
2. Attach a curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. All applicants will be required to give consent to a Police vet.
7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.  
b) The Clean Slate Act 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
  - you did not serve a custodial<sup>1</sup> sentence at any time
  - the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
  - you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. The successful applicant will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.
9. If successful, this application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993.

<sup>1</sup>**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, as suspended sentence of imprisonment, and a specified order.

# PRINCIPAL/TUMUAKI – U5 APPLICATION FORM

Please return to: [position@grantleadowns.school.nz](mailto:position@grantleadowns.school.nz)

or  
Principal Position  
Grantlea Downs School  
65 Grants Road  
Timaru 7910

Marked "Confidential Principal Application"

## PERSONAL DETAILS

|                 |        |  |       |
|-----------------|--------|--|-------|
| Title           |        |  |       |
| Surname         |        |  |       |
| Given names     |        |  |       |
| Preferred name  |        |  |       |
| Address         |        |  |       |
|                 |        |  |       |
|                 |        |  |       |
| Contact details | HOME   |  | WORK  |
|                 | MOBILE |  | EMAIL |

| Certificated Teacher Status | <input checked="" type="checkbox"/> | Registration No. | Expiry date |
|-----------------------------|-------------------------------------|------------------|-------------|
| Certificated teacher        | <input type="checkbox"/>            |                  |             |
| Provisionally certificated  | <input type="checkbox"/>            |                  |             |
| Not certificated            | <input type="checkbox"/>            |                  |             |

| 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 |
|----------------------------|-----------------------|---------------|---------------|
|                            |                       |               |               |
|                            |                       |               |               |
|                            |                       |               |               |

**Details of Training and Service**  
Please include details of your work history for the last 5 years.

| SCHOOL | POSITION HELD | DATES | REASON FOR LEAVING |
|--------|---------------|-------|--------------------|
|        |               |       |                    |
|        |               |       |                    |
|        |               |       |                    |
|        |               |       |                    |
|        |               |       |                    |
|        |               |       |                    |
|        |               |       |                    |
|        |               |       |                    |

Please indicate any breaks in service and give reasons, e.g. overseas travel:

| DATES | REASON FOR BREAK |
|-------|------------------|
|       |                  |
|       |                  |
|       |                  |

**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/DECLARATION

|           | Please click or fill in check boxes  | Yes                      | No                       |
|-----------|--|--------------------------|--------------------------|
| <b>1</b>  | I declare that to the best of my knowledge the information provided in this application form and the information provided in the Curriculum Vitae and any accompanying documentation is correct.   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2</b>  | I have a current New Zealand teacher registration.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3</b>  | In accordance with the Privacy Act, I authorise the board to: <ul style="list-style-type: none"> <li>• Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board.</li> <li>• 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.</li> <li>• Contact the Teaching Council.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
|           |  | <input type="checkbox"/> | <input type="checkbox"/> |
|           |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4</b>  | Have you ever been convicted of any criminal offence (other than a minor traffic offence)?<br><i>If "Yes" please give details</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Have you ever received a police diversion for an offence?<br><i>If "Yes" please give details</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Are you awaiting sentencing, or do you have charges pending?<br><i>If "Yes" please give dates and details of conviction/cases pending.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5</b>  | Do you have a current New Zealand driver's licence?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6</b>  | Have you ever been, or are you currently under investigation from any authority such as the Teachers Council, Health and Disability Authority, Privacy Commission etc?<br><i>If "Yes" please give details</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7</b>  | Have you ever been the subject of any concerns involving child safety?<br><i>If "Yes" please give details</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8</b>  | I know of no reason why I would not be suitable to work with children or young people  | <b>True</b>              | <b>False</b>             |
| <b>9</b>  | 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?<br><i>If "Yes" please give details</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>10</b> | Are there any health-related conditions which could impact on your ability to perform the position applied for?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>11</b> | Details of health-related conditions, including what, if any, reasonable steps can be taken to accommodate these conditions.   |                          |                          |

Applicant's Name

Applicants signature

Date

# REFEREES

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.

## 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 |  |

# PERSON SPECIFICATION

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.

| Knowledge, skills, attributes, and personal characteristics   | Past roles in which you have demonstrated this | How did you demonstrate this |
|---|--|------------------------------|
| Has the skills to implement our school vision, goals and values. Plan strategically with proven leadership and managerial skills.                   |  |                              |
| 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 ākongā and kaimahi.                       |  |                              |
| Confidently manages a team, building positive working relationships, supporting on-going professional development, inspiring individual excellence. |  |                              |
| Uses an inclusive leadership style to enable beneficial and meaningful decisions for all areas of school life.                                      |  |                              |
| Can efficiently manage the significant financial, property, compliance and personnel tasks that come with this leadership position.                 |  |                              |
| Has a commitment to improve student performance and motivate students to achieve – this may include trauma informed practice.                       |  |                              |
| Open to new ideas and have the skills required to lead change effectively while sensitive to the school culture.                                    |  |                              |
| Has an excellent knowledge and ability to innovatively implement Te Tiriti o Waitangi and values cultural relationships.                            |  |                              |