



Glen Eden Intermediate School

Appointment of Learning Support Co-Ordinator Permanent 2025

Glen Eden Intermediate School

Information for Applicants – Learning Support Co-Ordinator

Thank you for applying for the position of Permanent Scale A Teacher at Glen Eden Intermediate School.

1. Please complete these forms personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. 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 under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
 - You have paid any fine or costs

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.

6. Shortlisted applicants being interviewed 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 section of the Vulnerable Children Regulations 2015.
7. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 2020.
8. All information received will be confidential to the Principal of Glen Eden Intermediate School

Please fill out the application form below.

GLEN EDEN INTERMEDIATE SCHOOL

Application for Appointment

Please include these forms with your CV

TO: Glen Eden Intermediate Deputy Principal

POSTION APPLIED FOR: Learning Support Co-Ordinator

APPLICATIONS CLOSE: Friday 21st March 2025 at 3pm

PERSONAL DETAILS

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile:	_____
	_____	Business:	_____
Citizenship:	_____	Registration no:	_____
Email:	_____	Registration Expiry:	_____
Date of Birth:	_____		

PRESENT TEACHING POSITION

School Name:	_____	Work Phone:	_____
Address:	_____	Other Phone:	_____
	_____		_____
Type of Appointment:	_____	Date appointed:	_____

REFEREES DETAILS

Please provide the names of three people who can act as referees. One of these should be your current or most recent employer.

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____
Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____
Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

EDUCATIONAL QUALIFICATIONS

Institution Attended	Year	Qualifications Attained	Date Awarded

EMPLOYMENT HISTORY

Position held	Employer's name	Period worked	Reason for leaving

OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the advertised position?

Yes No

If yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Teachers Council?

Yes No

Do you have a current New Zealand driver's licence?

Yes No

Do you give permission for your police record to be checked?

Yes No

Have you changed your name by deed poll/statutory declaration?

Yes No

Other names known by: _____

PRIVACY ACT 2020

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the Glen Eden Intermediate School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Teacher at this school.

I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matter under investigation, to gather information related to my suitability for appointment to the position.

DECLARATION

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences)
Received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes No

Have you ever been the subject of any concerns involving child safety?

Yes No

If YES to any of the answers above, please provide date and details of offence(s), complaint(s) below. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

By checking this box and recording my name below, I confirm the terms of The Privacy Act 2020 outlined above.
I certify that I am registered (or provisionally registered) as a New Zealand teacher.
I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

APPLICANT'S NAME: _____ DATE: _____