**Cloverlea School**

55 Herbert Avenue, Palmerston North

Phone 06 357 3955

Email [principal@cloverlea.school.nz](mailto:principal@cloverlea.school.nz)

Application for Appointment.

1. Please fully complete this form personally. Read it through first and then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references please note that we may contact the writers of the references.
3. If you are selected for an interview you may bring support people at your own expense. Please advise if this is your intention.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.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. All applicants will be asked to give consent for a police check as it is a requirement in the education sector for all employees to be vetted.
6. In terms of a criminal conviction, the Criminal Records (clean slate) Act 2004 provides certain convictions that do not have to be disclosed providing:

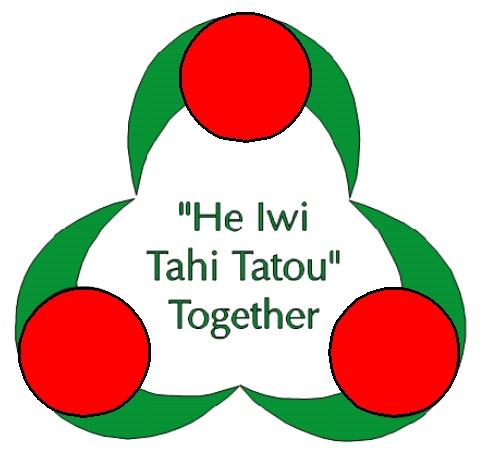
* You have not committed any offence within seven (consecutive) years of being sentenced for the offence and
* You did not serve a custodial sentence at any time
* The offence is not a specified offence
* You have paid any fines or costs

Custodial sentences include a sentence of preventative detention and corrective training. Non-custodial sentences include fines, reparation 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.

Under the *Vulnerable Children Act 2014*, **core workers** in the school would not be covered by the clean slate.

All serious sexual or violent offences against children will be included in the police vetting results. That act will make it unlawful to employ people with convictions of these offences unless they have an exemption.

This application form and supporting documents will be returned to the Applicant or destroyed at the conclusion of this process by the Appointments Committee.

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The next LEGEND Deputy Principal of Cloverlea will be:

1. **An excellent classroom teacher**

* Culturally responsive pedagogy that honours Te Tiriti provisions
* Recent successful teaching experience
* Builds effective relationships with students
* Strong management skills, including knowledge of PB4L (or willing to learn)
* Strong curriculum knowledge
* Comprehensive knowledge of process from planning through to assessment and reporting on the New Zealand Curriculum
* Passionate about education (in any part of school life)

1. **A positive leader**

* Has had recent successful leadership experience (curriculum, team, across school)
* Team player – has the ability to build and lead a team
* Builds, values and maintains relationships with the community including outside agencies
* Resilient, determined, inclusive, energetic, passionate, genuine, fun, organised
* Able to motivate and support colleagues
* Sensitive and respectful towards others and their needs
* Approachable and trustworthy
* Brings in new ideas that align with the strategic direction of our kura
* Up-to-date with latest pedagogy
* Open to learning and reflective

1. **An excellent communicator**

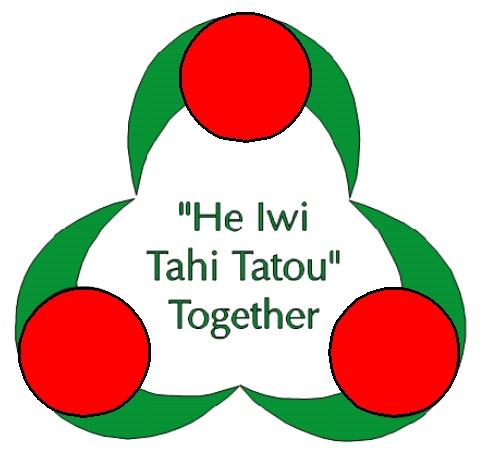
* Interacts well with children, staff, parents/caregivers and community
* Is an active listener
* Is Responsive, honest and reliable
* Welcoming of parents/caregivers and visitors to the school at any time

1. **A manager**

* Decisive
* Professional
* Highly organised
* A problem solver



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Position applying for: Deputy Principal – 5 permanent management units

| Surname/Family name | First names (in full) |
| --- | --- |
|  |  |

| Yes | No |
| --- | --- |
|  |  |

Are you known by any other name (s)? (If yes please provide below)

|  |
| --- |

Maiden name (if applicable)

|  |
| --- |

Full postal address:

|  |
| --- |

Email address:

|  |
| --- |

Contact telephone numbers:

| Home: | Cell: |
| --- | --- |

Please tick the appropriate boxes:

Proof of identify and right to work check

The successful applicant will need to provide originals of two types of identification (one photo ID e.g. Passport, New Zealand driver license and the other a record ID e.g. Birth certificate, bank statement, or utility bill with address)

With the latest covid announcements, the successful applicant will be required to also provide vaccination status.

Immigration information

Are you a New Zealand citizen? If yes, skip the next 2 questions.

| Yes | No |
| --- | --- |
|  |  |

If not, do you have resident status?

| Yes | No |
| --- | --- |
|  |  |

Do you have a current work permit?

| Yes | No |
| --- | --- |
|  |  |

Have you ever received a police diversion for an offence?

| Yes | No |
| --- | --- |
|  |  |

If “Yes” please detail below: (complete on separate sheet if necessary)

|  |
| --- |

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

| Yes | No |
| --- | --- |
|  |  |

If “Yes” please detail below:

|  |
| --- |

Are you awaiting sentencing or have charges pending?

| Yes | No |
| --- | --- |
|  |  |

If “Yes” please state the nature of the convictions/cases pending:

|  |
| --- |

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

| Yes | No |
| --- | --- |
|  |  |

If “Yes” please detail below:

|  |
| --- |

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

| Yes | No |
| --- | --- |
|  |  |

If “Yes” please detail below:

|  |
| --- |

Have you had an injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this position may aggravate or contribute to? If so, please share confidentially so work changes can be made to accommodate.

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