

Application for Teacher Aide Position

at

Flanshaw Road Primary; or

Glen Eden Intermediate; or

Glen Eden Primary; or

Henderson Intermediate; or

Liston College; or

Rangeview Intermediate; or

Te Atatu Intermediate; or

Tirimoana Primary; or

Waitakere College

Waitakere Improving School Attendance Programme (ISAP Trust)

PO Box 21 884 Henderson

Notes for applicants

If you are interested in applying for one of the teacher aide positions, please complete the Application for Appointment form and provide the following information:

1. Letter of application and CV which includes the following information:

- Which **school/schools** you would like to work in (Flanshaw Road Primary, Glen Eden Intermediate, Glen Eden Primary, Henderson Intermediate, Liston College, Rangeview Intermediate, Te Atatu Intermediate, Tirimoana Primary or Waitakere College).
- Any **previous experience** you have had working with children.
- What **skills** you can bring to the position.

2. Work and Income Number

As these positions are partially funded by Work and Income through the Flexi-Wage Project in the Community subsidy, we need to ensure each applicant is eligible for funding assistance.

If you have any questions regarding these positions, please contact:

Margaret Campbell on 027 4376 126 or email margaret@isap.org.nz

Information meetings will be held on:

- **Monday 10th February**, 10.00 a.m. at Tirimoana Primary
- **Monday 10th February**, 12 noon at Fruitvale Primary School
- **Tuesday 11th February**, 10.30 a.m. at Glen Eden Intermediate
- **Tuesday 11th February**, 12 noon at Henderson Intermediate

Please deliver the completed application (along with cover letter and CV) to any one of the above nine schools' offices or email to: margaret@isap.org.nz

Applications close Friday 14th February at 12 noon.

APPLICATION FOR APPOINTMENT

POSITION APPLIED FOR: Teacher Aide at..... **School(s)**

Section 1 – PERSONAL INFORMATION (please print)

First Name(s)	Surname	Work & Income Client Number
Residential address	Phone no	Date of birth (optional)
Next of Kin (name)	Address	Relationship

Section 2 – EMPLOYMENT HISTORY (Start with the most recent position)

Employer name and address	Position held	From / To	Reason for leaving

Referees: Please give details of three referees, preferably two work-related and one personal referee, who may be contacted.

Name/Position	Email:	Phone No:
Name/Position	Email:	Phone No:
Name/Position	Email:	Phone No:

Section 3 – EDUCATION (including NCEA, University, Further Education, Trade etc.).

Name of school/college etc.	Dates attended	Qualifications studied	acquired/subjects

Section 4 – General

1.a Are you legally entitled to work in New Zealand?	Yes/No	3.a. Have you ever been convicted of a criminal offence?	Yes/No
1.b. If your application is accepted, when could you start employment?	Date	3.b. If YES, give brief details	
1.c. Are you prepared to handle all equipment, product/manuals used in this position?	Yes/No	3.c. Are you awaiting the hearing of charges in a civil or criminal court of law?	Yes/No
2.a. Are you a member of any territorial force unit?	Yes/No	3.d. If YES, give brief details	
2.b. If YES, have you completed your whole time training?	Yes/No		

Membership of business, professional, or any other organisations:

Name of organisation	Office held (if any)

Section 5 – MEDICAL CHECKLIST

1. Do you have a medical condition which would hinder your ability to carry out the requirements of the position? **Yes/No**

2. Have you any history or medical condition caused by gradual process, disease or infection? **Yes / No**

2. a. If YES, please provide details:

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3. Do you agree to undergo a medical examination or drug test at the employer's expense if required by the employer? **Yes / No**

N.B. The personal information about the applicant contained in this application shall be used by the organisation only in accordance with the provisions of the Privacy Act 1993.

Section 6 – DECLARATION

I,....., declare that, to the best of my knowledge, the answers to the questions in this application are correct and I authorise any previous employer or referee to provide the organisation with such information as the organisation may require in response to any employment related enquiries.

Signature..... Date.....

Section 7 – ADDITIONAL INFORMATION

Do you have any additional information which you consider may assist your application? For example, achievements, interests, aspirations etc. If so, please attach additional information sheet(s) to this application form.