



Teacher Application Form

Please complete this application form and email it together with your Curriculum Vitae and Covering Letter to:

Melissa Booth – melissab@wanaka.school.nz

Please note that applications close on Wednesday 4 November 2026 at 3:00pm

Personal Details	
First Name/s:	Surname:
Address:	
Home Phone:	Mobile:
Preferred email:	
Are you legally entitled to work in New Zealand? Yes / No	

Teaching Details	
Registration Number:	Expiry Date:
Practising Certificate Number:	MoE Employee #:

Education and Qualifications (Past and Current)

Degree/Diploma/Certificate	Name and Location of Institution	Year/s

Relevant Professional Development

Development Undertaken	Name and Location of Institution	Year/s

Current Employment

Position Held:
School/Institution:
Location:
Period of Employment:

Employment History		
Name of Employer	Position/s Held	Year/s

Medical/Health
Do you have any injury, illness or condition that may affect your ability to effectively carry out the duties and responsibilities of the position? Yes / No
If you have answered 'yes' above, please specify:

Convictions

Have you ever been convicted of a criminal offence (excluding minor traffic convictions)?

Yes / No

The Vulnerable Children Act 2014 prohibits people with specific serious convictions, such as child abuse, sexual offending and/or violence convictions, from being employed as a core worker. Core workers are people who are regularly in charge of or work alone with children, in jobs paid for or funded by state sector agencies. However, people with these convictions may apply for an exemption.

If you have answered yes to the above question and wish to continue your application, please enclose a certified copy of the entry in the Criminal Record Book relating to the conviction(s), obtained from the Registrar of the Court concerned. This should be accompanied by a copy of the sentencing notes relating to your VCA specified offence and any additional comments you wish to make about it. Give full details.

Note: Wānaka Primary School may seek a police clearance from all short-listed applicants or preferred applicants, prior to confirmation of appointment.

Are you currently awaiting the hearing of any charges?

Yes / No

If 'yes', please provide details:

Have you been, or are you currently under investigation from any authority such as the Teachers Council, Health and Disability Authority, Privacy Commission etc?

Yes / No

If 'yes', please provide details:

Referee Information

Please provide referee information below. At least two of your referees must be known to you in a work-related capacity. Up to three referees may be contacted prior to short listing.

Please note that the Appointment Committee may wish to contact other people who are not on this list – please see the disclaimer.

Referee

Name:

Phone:

Position Held:

Organisation:

Relationship to
Applicant:

Referee

Name:

Phone:

Position Held:

Organisation:

Relationship to
Applicant:

Referee

Name:

Phone:

Position Held:

Organisation:

Relationship to
Applicant:

Declaration and Authorisation

1. I declare that the information supplied by me is given voluntarily and is true, accurate and complete in all respects. I acknowledge that I will not hold Wānaka Primary School responsible for any omission or misstatements that I have made in the information provided.
2. I understand that all information provided about me to you, including my application form, resume, references, and any assessments will be held by Wānaka Primary School to be used for the purpose of evaluating my qualifications, experience, and suitability for employment as Teacher of Wānaka Primary School.
3. I understand that if I withhold relevant information or supply false or misleading information about myself, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, my employer discovers that any information which I have provided is false or misleading.
4. I understand that I am entitled to have access to relevant information retained by Wānaka Primary School (except for any exemption provided under the Privacy Act 1993 such as evaluative material) and to request correction of the information and/or request that there be attached to the information a statement relating to the fact that I have requested a correction.
5. I consent to the Principal and/or Appointment Committee personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Teacher's Council, and such other bodies or organisations which might hold information relevant to my employment, my suitability to manage and any other information that my prospective employer deems necessary to obtain.
6. The appointment process will be confidential and closed to the appointment committee and referees.

Signature:

Date: