**To: All Applicants**

**From: Helen McNaughten (General Manager)**

**Date: 13 May 2024**

**Re: Application for Teaching Position**

Tēnā koutou katoa

Thank you for your interest in applying for one or both permanent teaching positions currently available at the Napier Kindergarten Association.

If applying for both positions you should use the **one** Application Form.

We would appreciate your careful consideration of the application requirements. ***Failure to follow these instructions could result in your application being discounted as invalid.***

**Methods for submitting your application:**

Applications and Referee Reports may be submitted by email or hand delivered.

Email: [hr@napierkindergartens.co.nz](mailto:hr@napierkindergartens.co.nz)

By Hand: Napier Kindergartens - 66 Kennedy Rd, Napier

**Close Off:** for all applications and referee reports is **noon Monday 27 May 2024**.

**Application process**

1. Please access and download the following from our website.

* Application Form
* EEO Statistical Form
* Referee Report Form **or** (if applicable) Consent Form to use a Referee Report submitted to the Association within the previous 12 months

1. Fill in the Application and EEO Statistical forms
2. Have your chosen Referee fill in the Referee Report Form (or Consent Form if applicable)
3. Collate and submit the following:

* The above completed: If handwritten, please ensure the handwriting is clear and legible.
  + Application Form
  + EEO Statistical Form
  + Written Referee Report **or** Consent Form to use previous Referee Report
* Cover Letter – a brief one page document telling us about yourself, and your interest in and suitability for the position(s) for which you are applying.
* Resume or Curriculum Vitae - 3 page maximum.
* Copy of teaching qualification/s
* Copy of New Zealand (NZ) Practicing Certificate (cont. over)
* Copy of First Aid Certificate

***Please Note:***

DO NOT include any original documents in your application.

Unless specifically requested, your application will not be returned to you.

**Acknowledgement of Receipt and Outcome of Application**

An acknowledgement of receipt of your applications will be issued.

You will be advised by Monday, 17th June 2024, of the outcome of your application.

**Commencement Date for Appointees**

The commencement date for both kindergarten positions is Monday, 22 July 2024, although a later start date may be negotiated.

**Visiting the Kindergarten(s)**

Applicants may arrange with the Head Teacher to visit the relevant kindergarten outside of session hours.

**Overseas Applicants**

Overseas applicants must be able to provide evidence of a recognized NZ qualification or equivalency granted by the NZ Qualifications Authority and hold a current NZ Practicing Certificate. You must also provide evidence of a Permit to work in NZ (if required) and if appointed be able to start on the commencement date or shortly thereafter.

**Right of Review or Appeal**

Please note there is no right of review or appeal to appointments made.

Nāku noa, nā

**Helen McNaughten**

**GENERAL MANAGER**