

## Employment Application Form Cornerstone Christian Early Learning Centre

Full time (36 hours a week) permanent teaching position at Cornerstone Christian Early Learning Centre Middleton.

Please ensure that your application contains the following information:

- Application form
- Covering letter
- Your personal CV
- Copies of your qualifications and driver's licence
- Any health information you believe we should be aware of

Please ensure that you sign the bottom of your application form. If you choose not to sign, and your application is unsuccessful your application form and CV shall be destroyed by the Christian Schools' Trust. The above information is provided in accordance with the Privacy Act 2020.

### **Timeline of the Application and interview process**

Applications close on Friday 9<sup>th</sup> August 2024 at 3pm

The week of 12<sup>th</sup> August 2024 - Interviews will take place

The week of the 19<sup>th</sup> August 2024 - Reference checks will take place

Start date for the position is Monday 7<sup>th</sup> October 2024

Please see attached an information booklet that goes alongside this application form. Within this information booklet there are contact details for the Centre Manager if you wish to contact them and ask any direct questions about this position.

Please email completed applications to [silvana@cornerstonecelc.co.nz](mailto:silvana@cornerstonecelc.co.nz) or post to  
69 Suva Street, Upper Riccarton, Christchurch 8041

*This Application Form is a source of information that will be used by the Christian Schools' Trust to consider your suitability for the position for which you are applying. If successful, such information will form part of our personnel records. In accordance with the Privacy Act 2020, you are entitled to access this information upon request. Failure to supply the information requested may prejudice our ability to assess your suitability for the position.*

## Application Form

You are required to personally complete this application form.

### Contact Details

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Title: Mr/ Mrs/ Miss/ Ms (please circle)

### Personal Details

Do you currently have the right to work in New Zealand? Yes/ No (please circle)

If yes, is that because you: (please circle)

Are a New Zealand Citizen/ have New Zealand residency/ have a work permit

If you have a work permit, when does it expire? \_\_\_\_\_

Please state your qualifications relevant to teaching

\_\_\_\_\_

Do you have a current first aid certificate? Yes/ No (please circle)

Please state your teacher registration status: \_\_\_\_\_

Please state your church affiliation: \_\_\_\_\_

Have you got any health-related conditions that may affect your ability to teach or that we should be aware of?

Yes/ No (please circle)

If yes please specify, \_\_\_\_\_

### **Police check**

You will be required to undergo a police check if you are offered employment at the Centre, so if you are a successful applicant you will be required to do this before you commence teaching at the Centre.

Are you awaiting the hearing of charges in a criminal court of law? Yes/ No

If yes, please provide details \_\_\_\_\_

\_\_\_\_\_

### **Interview-skills demonstration**

As part of an interview process you may be asked to spend some time in the Centre demonstrating any of the necessary skills required for the position that you have applied for. Participation in any such skill demonstration does not constitute a job offer, will be entirely voluntary, and does not entitle the applicant for pay for any such work undertaken.

Also, as part of the interview process you may be asked to prepare some items to bring along with you to the interview. If this is the case, you will be notified ahead of time.

### **Referees**

For the purposes of compliance with the Privacy Act 2020 do you consent to your present employer being contacted for the purpose of reference checking? Yes/ No (please circle)

Please ensure you provide contact details for three referees, at least one of whom must be able to attest to your church involvement and Christian Character and another to your ability to teach.

Referee one (Christian character)

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Your relationship with this person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Referee two (Ability to teach)

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Your relationship with this person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Referee three

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Your relationship with this person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

**Supporting Statement**

Cornerstone Christian Early Learning Centres (CCELC) are Christian pre-schools with an emphasis on teaching children from a Biblical perspective. As a teacher you will be expected to be able to work with Te Whāriki as well as weaving in the Biblical perspective.

**Questions related to the position (use additional paper if necessary)**

1. Why are you applying for this position?

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2. Describe your Christian faith

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3. Describe your teaching philosophy in two sentences

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4. How does working in an effective team look to you?

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5. What experience have you had working within Christian Education?

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**Declaration**

I confirm that I have completed this application form honestly and disclosed any relevant matters about my previous employment history, health or otherwise which may influence CCELC's decision to employ me.

I confirm that the contents of my CV are true and complete.

I acknowledge that CCELC are relying on the truthfulness and completeness of my answers, and therefore if I am offered employment, and it is discovered that I have materially misled the Christian Schools' Trust, my employment could be terminated (summary dismissal)

Signed by Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: The completion of this form does not guarantee that the applicant will be interviewed and does not create any obligation upon the Christian Schools' Trust to offer any employment to the applicant.*