

## **Application form for:**

### **Learning Support/Teacher Aide**

#### **Position**

At

Birdwood Primary; Freyberg Community School; Glen Eden Primary; Glendene Primary; Henderson Int; Henderson South Primary; Lincoln Heights Primary; Rutherford Primary; Te Atatu Int; Tirimoana Primary; or Waitakere College.

### **Enviroschools Learning Support Aide**

#### **Position**

At

Arohanui Special School;

Flanshaw Road School; or

Rutherford Primary

## Notes for applicants

**N.B. The positions on these programmes are only for those on the sole parent benefit.**

If you are eligible and interested in applying for one of the **Learning Support/Teacher Aide** positions **OR** the **Enviroschools Learning Support 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 (Learning Support at Birdwood Primary; Freyberg Community School; Glen Eden Primary; Glendene Primary; Henderson Int; Henderson South Primary; Lincoln Heights Primary; Rutherford Primary; Te Atatu Int; Tirimoana Primary; or Waitakere College *or/and* Enviroschools Learning Support at Arohanui Special School; Flanshaw Road School; or Rutherford Primary).
  - Any **previous experience** you have had working with children and/or gardening experience and interest (for Enviroschools position).
  - What general **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.

**N.B. An information meeting will be held at:  
Henderson Intermediate at 10.30 a.m., Thursday 8<sup>th</sup> February 2024**

If you have any questions regarding these positions, please contact:  
Margaret Campbell on 027 4376 126 or email [margaret@isap.org.nz](mailto:margaret@isap.org.nz)

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

**Applications close Friday 16<sup>th</sup> February 2024 at 12 noon.**

## APPLICATION FOR APPOINTMENT

**POSITION APPLIED FOR:** Learning Support /Teacher Aide

Or/and Enviroschools Learning Support Aide

at.....

**School(s)** in order of preference

### Section 1 – PERSONAL INFORMATION (please print clearly)

First Name(s)	Surname	Work & Income Client Number
Residential address	Phone: Email:	Date of birth (optional)
Next of Kin (name)	Address/Phone no.	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	Organisation	Phone No. Email:
Name/Position	Organisation	Phone No.

		Email:
Name/Position	Organisation	Phone No.
		Email:

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

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

### Section 4 – General

<b>1.a.</b> Are you legally entitled to work in New Zealand?  <b>1.b.</b> If your application is accepted, when could you start employment?  <b>1.c.</b> Are you prepared to handle all equipment, product/manuals used in this position?  <b>2.a.</b> Have you ever been convicted of a criminal offence?  <b>2.b.</b> If YES, give brief details ..... .....	Yes/No  Date .....  Yes/No  Yes/No	<b>3.c.</b> Are you awaiting the hearing of charges in a civil or criminal court of law?  <b>3.d.</b> If YES, give brief details ..... .....  <b>4.a.</b> Are you a member of any territorial force unit?  <b>4.b.</b> If YES, have you completed your whole time training?	Yes/No      Yes/No  Yes/No
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### 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:

.....  
 .....

3. Do you agree to undergo a medical examination or drug test if required? **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.