

## Application form for:

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

#### **Position**

At

Birdwood Primary; Edmonton Primary;  
Henderson Int; Liston College; Rangeview Int;  
Rutherford College; Rutherford Primary; Te  
Atatu Int; Tirimoana Primary; Waitakere  
College; or Waitakere SDA.

### **Enviroschools Learning Support Aide**

#### **Position**

At

Flanshaw Primary School; or

Tirimoana Primary School

*Others TBC*

# 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; Edmonton Primary; Henderson Int; Liston College; Rangeview Int; Rutherford College; Rutherford Primary; Te Atatu Int; Tirimoana Primary; Waitakere College; and Waitakere SDA; *or/and* Enviroschools Learning Support at Flanshaw Road Primary; Tirimoana Primary; *others TBC*).
  - 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 9<sup>th</sup> February 2023**

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 17<sup>th</sup> February 2023 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**

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