



Te Kura Tuarua o Hone Paora Tuarua Ki Māwhera
John Paul II High School

Principal Application Form

Please fill in the application form (including the S467 Form) and send together with your CV and Cover Letter to Terri Johnstone at either:

terri@c4change.co.nz

OR

Terri Johnstone
Catalyst for Change
P.O. Box 79089
Avonhead 8446

Personal Details

Surname:	Forename/s:
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)

Registration Number:

Expiry Date:

Practising Certificate Number:

MoE Employee #:

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

Please attach copies of official transcripts

Relevant Professional Development

Development Undertaken	Name and Location of Institution	Year/s

Current Employment

Position/s Held:

School/Institution:

Location:

Period of Employment:

Current Teacher Classification/Salary Step:

Employment History

Name of Employer	Position/s Held	Year/s

Professional Associations

Advise the professional associations you belong to and your role in them:

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 any criminal offence (other than a minor traffic offence)?

Yes / No

If 'yes', 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. The copy should be accompanied by comments regarding the offence – please give full details:

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 other authority such as Health and Disability Authority, Privacy Commission etc?

Yes / No

If 'yes', please provide details:

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

Referee Information

Please provide referee information below. At least three 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 A

Name:	
Phone:	
Position Held:	
Organisation:	
Relationship to Applicant:	

Referee B

Name:	
Phone:	
Position Held:	
Organisation:	
Relationship to Applicant:	

Referee C

Name:	
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Phone:	
Position Held:	
Organisation:	
Relationship to Applicant:	

Referee D

Name:	
Phone:	
Position Held:	
Organisation:	
Relationship to Applicant:	

Referee E

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 John Paul II High School responsible for any omission or mis-statements 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 John Paul II High School to be used for the purpose of evaluating my qualifications, experience and suitability for employment as Principal of John Paul II High 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 John Paul II High 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 Chairperson and/or Appointment Committee personnel making such enquiries with such organisations including but not limited to inquiries with all former employers, Teacher Registration Board, 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.

Signature:

Date:



**CATALYST
FOR CHANGE**
THE WHOLE IS GREATER THAN THE SUM OF THE PARTS

Application Form Questions

Please speak to your suitability and experience in the following areas:

Personal Attributes	Response
Lives life in accordance with Gospel values, and can facilitate the spiritual development of students and staff.	
Is a clear and effective communicator who is approachable and is professional, trustworthy and has integrity and can make connections and build strong relationships with students, staff, parents/caregivers, parishes and the wider school community.	
Is an empowering leader who can articulate an exciting vision for learning to all members of the school community, keeping student achievement and well-being at the forefront of decision making.	
Can model being a leader by establishing high expectations and standards in the school, parishes and wider community.	
Is active and visible in the learning environment and outside of the school, and genuinely engages with the students, staff, parents/caregivers, parishes and the wider school community.	
Is creative in their approach to education, and will challenge current thinking to motivate and inspire students, staff and parents/caregivers to achieve	

success and ensure our school reaches its full potential.	
Can develop a future-focused curriculum for global conscious citizens in consultation and collaboration with the wider school community for the purpose of enhancing opportunities for learners.	
Values diversity and has a commitment to biculturalism and the principles of the Treaty of Waitangi and so can develop in students, staff and parents/caregivers an understanding of cultural competency that improves the equity of outcomes for learners and their programmes.	
Is committed to growing our IT and e- learning capabilities.	
Has proven experience and skills in strategic planning, and policy and procedure review.	
Has proven financial skills and a comprehensive understanding of the statutory requirements of schools.	
Has implemented systems and processes that underpin operational efficiency and meets compliance needs.	