Please complete this form and return it with your CV to:
vacancy@miramarcentral.school.nz

(It is important that you fully complete this form even if your CV contains some of the same information)

Miramar Central School Principal

Applicants Name: _____

Thank you for applying for the Principal position with our school. Please complete this application for employment to be submitted with your CV, Covering Letter, and a copy of your Driver's License by **Monday 16th November 2026 at 3pm.**

1. Please complete this form personally, sign and date where indicated on the last page.
2. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated.
3. The school will hold this application form and supporting documents. You may access it in accordance with the provisions of the Privacy Act 1993.

Your application should be marked 'Confidential' and emailed to: vacancy@miramarcentral.school.nz

Referee Forms should be completed and returned by the Referees themselves

Personal Details

Surname ..... Mr/Mrs/Ms/Miss

Given Names .....

Address .....

..... Post Code .....

Home Phone ..... Mobile Phone .....

Email ..... Date of Birth .....

*Teachers Registration Number ..... Expiry Date .....

*Current Driver's License ..... *Please attach a copy of your Driver's License to this application*

Citizenship and Permission to Work in NZ

Please include photo identification with your application - E.g. a passport photo or drivers licence

Are you a New Zealand citizen?	Yes / No
If not, do you have a current NZ permanent residency?	Yes / No / Not applicable
Are you legally entitled to work in New Zealand?	Yes / No

Where appropriate, please attach evidence of eligibility to work in New Zealand

Educational Qualifications

*Highest qualification held:
TTC/DipTch/Degree ..... Date of Certification .....

Degree/Diploma ..... Year Attained .....

Degree/Diploma ..... Year Attained .....

Other Qualifications .....

.....

Professional Memberships

Please give details below:

Record of Teaching Service (Please list ALL Schools and roles)

Position:	School:	Date from:	Date to:

Current Employment

Name and address of School/Organisation .....

Position held ..... Date Appointed .....

Location .....

Immediate Supervisor/Employer details

Name ..... Position .....

Add contact details if NOT used as a referee: Address: .....

Phone Work ..... Phone Home .....

For the purpose of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purpose of reference checking? Yes / No

Health

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the vacancy you are applying for may aggravate or contribute to, or that may affect your ability to carry out the work of the vacancy you are applying for? **Yes / No**

If yes, describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

.....

.....

Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? **Yes / No**

If yes, please provide the details.

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

Investigations / Convictions

Have you personally been subject to a NZ Teaching Council or Education Council NZ Investigation? Yes / No

Have you ever been convicted of any criminal offence (other than a minor traffic offence)? Yes / No

Are you currently awaiting the hearing of any charges? Yes / No

If you have answered YES to any of the questions above please provide the date and details of the offence, the penalty, or reason, together with any comments you may wish to make.

Please note:
You may be asked to provide a copy of the relevant Court record(s) obtained from the Police and the Board reserves the right to contact authorities to verify any claim made.

Failure to provide correct and true details of any conviction or other reason for possible unsuitability may make you liable for dismissal from employment should you be the successful applicant.

Person Specifications

Please provide up to three (3) evidential bullet points with a brief explanation, for each of the following *Person Specifications*. You are welcome to extend the boxes, if you wish.

PERSON SPECIFICATIONS	AS EVIDENCED BY
✔ Builds strong relationships with staff, students and wider community	
✔ Strong and capable leadership	
✔ Supports staff wellbeing while maintaining a strong focus on learners	
✔ Positive and motivational	

✔ Inclusive and diversity focussed	
✔ Strong understanding and knowledge of the Curriculum and current pedagogy	
✔ Child-centred and caring	
✔ Good communication and listening	
✔ Is a good steward of finances and resources	

Referees

Please provide names, postal and email addresses, and phone numbers of **three (3) referees**, who can attest to your professional capabilities. Please give each of your nominated referees a copy of the *Referee's Report* form you have been sent and ask them to complete and return it to vacancy@miramarcentral.school.nz by Monday16th November 2026 at 3pm

Please ensure that **one of your referees** is able to verify your ability to:

- Relate to/work constructively with your employer (either Board or Principal)
- Lead a team and work collaboratively with others to implement a project

One of your referees also needs to be a colleague who can comment on your approach and beliefs about learning and teaching.

1. Name ..... Email .....

   Phone Private ( ) ..... Business ( ) .....

   Postal Address .....

   Capacity in which you know this person: .....

2. Name ..... Email .....

   Phone Private ( ) ..... Business ( ) .....

   Postal Address .....

   Capacity in which you have known this person:

   .....

3. Name ..... Email .....

   Phone Private ( ) ..... Business ( ) .....

   Postal Address .....

Capacity in which you have known this person:

Legal Clarifications

Have you ever been declared a bankrupt?	Yes / No
Have you been convicted of any offence against the law – apart from minor traffic convictions or parking offences?	Yes / No
Have you been charged with any criminal offence since your teacher registration was renewed?	Yes / No
Is there any reason why the Teaching Council NZ might decline to renew your teacher registration when it expires?	Yes / No
Are your stated qualifications genuine in every respect	Yes / No

If you have answered yes, please provide a written outline of events below, or on a separate sheet.

Declaration

I …….. (full name)

(a) Consent to the school seeking verbal, written or electronic information about me on a confidential basis from representatives of my current and previous employers and/or referees and authorise the information sought to be released to the Board of Miramar Central School for the purpose of ascertaining my suitability for the position for which I am applying. I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

(b) Confirm in terms of The Privacy Act 2020 that I have authorised access to referees

(c) Authorise the Board of Miramar Central School and its agents/advisers to make any reasonable inquiries concerning my background to assist in assessing my suitability for the position of Principal at Miramar Central School for which I am applying. This includes permission to access any information held by the Teaching Council NZ including matters under investigation related to my suitability for appointment to the position.

(d) I know of no reason why I would not be suitable to work with children/young people.

(e) Declare that to the best of my knowledge the information provided in this application and in any curriculum vitae enclosed is accurate and I understand that if any false or misleading information is given, or any material fact is suppressed or deliberately omitted, I will not be employed, or if I am employed, my employment could be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection can result in my loss of entitlement for any compensation for ACC.

* **I understand that I will need to bring these original documents to the interview: Driver's Licence or Passport and Highest Qualification Certificate**

Signed Dated

Privacy. This application and supporting materials will remain confidential to the Miramar Central School Board.