

# Information for Job Applicants

**This document will assist you with the compilation of your application, so that we can best decide on your suitability as a potential employee.**

Botany Downs Secondary College is a decile 9 Microsoft Global Showcase College with modern facilities in East Auckland, and wishes to recruit skilled, energetic and appropriately qualified staff to fill our vacancies. We also seek inspiring energetic, collaborative student-focused teachers, with an awareness of current educational practice, who enjoy mentoring and developing young people.

## ***Knowledge with Character***

*A forward-thinking education focused on challenging, innovative, personalised learning within a whanau-based community where learners are nurtured and inspired to achieve personal excellence. As global citizens we embrace diversity, develop character and self-worth, and live our values of empathy, excellence, integrity and respect.*

## Eligibility

**In order for your Botany Downs Secondary College application to be considered, you MUST hold (or be eligible to hold) NZ citizenship, permanent resident status, or a NZ work permit.**

**In addition, as a Teacher, our Board of Trustees requires you to hold and maintain a valid TEACHERS REGISTRATION with the Education Council of New Zealand, or be in the process of obtaining one.**

If you do not meet these requirements, we will not consider your application.

## Police Vetting

All Applicants will be required to give consent to a POLICE VET. In order to submit the police vet online, you will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand Driver License). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2015.

### **Applicants may not be employed as a Children's Worker if:**

- a) They have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act of 2004 will not apply to these specified offences and these offences will be included in your Police Vetting Results.
- b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
  - You have not committed any offence within 7 consecutive years of being sentenced for the offence
  - You did not serve a custodial sentence at any time [custodial sentence means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the

full-time detention of an individual. Non-custodial sentence includes but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

- The offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
- You have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

## How to present your Application

How you present your application is your choice, however it should be appropriate for the position for which you are applying.

**Your application should include (but not necessarily be limited to) the following:**

### 1. A COVERING LETTER

This letter is your chance to introduce yourself and tell Botany Downs Secondary College why you are the right person for the job.

### 2. A COMPLETED APPLICATION FORM

This document is available from our website under <http://www.bdsc.school.nz/our-college/job-vacancies>

### 3. CV

Your CV should be no more than 3 (three) pages and include:

- **Employment History** listed in reverse chronological order and should include the Employer Name, Dates Employed, Job Title(s), brief statement of Position Tasks, and your reason for leaving their Employment
- **Qualifications, Training and Skills**
- **Interests** and spare time activities
- **Referees** and it is helpful if you provide the names and contact details of at least three referees preferably recent employers, previous managers or people who can comment on your work performance.

We strongly urge you to ensure clarity and specificity in your application. Tell us what you know and what you can do – don't leave us to guess but please keep it brief. We receive numerous applications for advertised and non-advertised positions and it is very easy to miss important information if it is buried in a lengthy CV with details not specific to the job for which you are applying!

Please do not send any attachments such as examples of work, publications, etc., with your application. If you are selected for interview, you may wish to submit these prior to the interview being held. Do not bind a hard copy application. Typed applications on A4 paper meet our requirements.

Applications are accepted by e-mail and all contact details are shown in the job advertisement.

All applications are acknowledged, either by return e-mail, or by letter, and all applicants are notified of the outcome of their application as soon as possible.

## Information about our Selection Process

Each application will be considered on its own merits after reviewing the applicant's background, requirements of the job, and other relevant factors such as a good fit within our organisation.

## **Short-Listing**

Short-listing for interviews usually occurs during the week following the close of applications.

If you are short-listed, we will contact you either by phone or email and invite you to an interview. We aim to advise applicants as soon as possible if they are unsuccessful. At the latest, this will be when the successful applicant has accepted the position.

## **Interviews**

Interviews are conducted by a panel, usually consisting of three or four people. All interviewees are asked the same questions, to ensure all are treated fairly.

We include behavioural type questions, which ask you to give examples of what you have done in similar situations to those you will encounter in the new position.

## **Referees**

Before making a final decision on the successful applicant, we contact your referees to verify the information provided at the interview but we will only do this if you are a serious contender. By giving us your list of referees, you are agreeing to our making contact with them, unless specified otherwise.

If you do not give us permission to contact your referees, we are unable to verify the information you have given us.

## **The Appointment Process**

If you are selected for the position, you will be contacted verbally in the first instance. This will be followed up with a written offer of contract.

**We look forward to receiving your application.**