

Position: Caretaker Position - permanent; 35 hours a week, 52 weeks a year.

Thank you for your interest in the caretaker/groundskeeper position at our school: we look forward to receiving your application.

Tawa Intermediate is a large urban school situated 20 minutes from the centre of Wellington City. We have a roll of 500 children and we are passionate about providing our students with empowering and rewarding learning experiences. We support our children to develop academically, culturally, physically and socially. We invite children to participate in a wide range of activities, from our choirs and orchestra to sporting teams and academies for children showing talent in the performing and visual art areas.

We believe that a great school is full of adults working together to make a difference to the lives of students. All staff are supported to be the best they can be and we offer a positive and friendly work environment with a supportive and inclusive workplace culture.

Our school has a web site which I would encourage you to visit at www.tawaint.school.nz. I am also happy to answer any questions you may have either by phone (04) 232 5201, email eo@tawaint.school.nz or if you would like to visit our school we would be delighted to show you around. Please contact ahead of time.

We look forward to hearing from you soon.

Yours sincerely

Carol Walter

Executive Officer

Application Form

Position applied for: **Caretaker / groundsperson**

Personal details

First name _____

Surname _____

Address _____

Email _____

Contact phone: home: work: mobile:

Work experience

<i>Position</i>	<i>Workplace</i>	<i>Duties</i>	<i>Dates</i>

Referees

Please provide the names and contact details of three referees below. Referee's reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

Referee's Details

Full Name

Position

Relationship to the applicant

Contact Telephone:

Contact Telephone - Mobile

Referee's Details

Full Name

Position

Relationship to the applicant

Contact Telephone:

Contact Telephone - Mobile

Referee's Details

Full Name

Position

Relationship to the applicant

Contact Telephone:

Contact Telephone - Mobile

Confirmation

1. I certify that the information given in this application is, to the best of my knowledge, correct. I understand that the claims made in my application may be checked.
2. In accordance with the Privacy Act, I authorise the board of trustees to obtain further information from the referees listed in this application and I consent to the referees disclosing such information to the board.
3. I authorise the board of trustees to make inquiries in relation to my application and consent to the disclosure of information to the board by such persons to whom enquiry is made, on matters pertinent to this appointment. This includes a NZ Police records check.
4. I agree to keep all information about children and staff confidential in the event of my appointment to the staff of Tawa Intermediate.
5. I authorise the board of trustees to make inquiries in relation to my application and consent to the disclosure of information to the board by such persons to whom enquiry is made, on matters pertinent to this appointment. This includes a NZ Police record chn't apply to you.
 - I have never been convicted of an offence against the law, (excluding minor traffic convictions).
 - I have been convicted of an offence against the law - please give details and dates:

Applicant's Signature: _____

Date : _____