

**APPLICATION FORM: TEACHER**

Thank you for your interest in a teaching position in the Cook Islands. Please complete all parts of this application form and return it by the due date with a

* Covering Letter
* Curriculum Vitae and
* Certified copies of relevant qualifications to:

Director Human Resources Management Division

Cook Islands Ministry of Education

PO Box 97

Rarotonga

COOK ISLANDS – Email: [vacancy@education.gov.ck](mailto:vacancy@education.gov.ck)

**NOTE: For those applying from outside of the Cook Islands, please be aware that you must meet the current border entry requirements in order to be able to travel to the Cook Islands. These currently require vaccination against COVID-19, subject to certain limited exemptions for Cook Islanders, Cook Islands Permanent Residents, and permit holders. Refer to Section ‘Personal Qualities’ below for declaration.**

**Please Note:** Failure to complete all parts of this application form may jeopardise your consideration for this position.

**Position Applied For:**

**College/School:**

**Applicant’s Full Name:**

**Address:**

**Telephone Numbers:** Home: Business: ....................................

Cell: ......................................

**Email Address:**

**Teacher Registration Number:**

**Registration Expiry Date:**

**Date of Birth**:

**Nationality**:

**Qualifications - *Academic and Teaching*** *(List all qualifications gained)****:***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year Attained** | **Institution** |
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**Qualifications - *Other Relevant Qualifications*** *(List all qualifications gained)****:***

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year Attained** | **Institution** |
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**Work Experience - *Teaching – Including Management positions if applicable*** *(List all positions held):*

|  |  |  |
| --- | --- | --- |
| **Positions Held** | **Year** | **Educational Institution** |
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**Other Relevant Employment Experience for the Position** *(If applicable)***:**

|  |  |  |
| --- | --- | --- |
| **Positions Held** | **Year** | **Organisation** |
|  |  |  |
|  |  |  |

**PROFESSIONAL EXPERIENCE**

*In the table below, you will find reference to some of the professional standards required of teachers in the Cook Islands. Please indicate what you have done to date (or, in the case of beginning teachers – what you would do) to ensure this standard is achieved by you if appointed. Include examples of your experience in each of these areas. You may extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Professional Standards** | **Achievement of Standard (including Examples)** |
| **Performance Dimension: Professional Knowledge -**  Depth of curriculum and/or subject knowledge; Knowledge of learning and assessment theory; Current best educational practice knowledge |  |
| **Professional Development -**  Commitment to further developing own knowledge and skills; Commitment to and active participation in professional development |  |
| **Teaching Techniques –**  Planning, preparation and delivery of appropriate teaching programmes; Assessment of learning outcomes; Evaluation, appraisal and reflection on own teaching practice |  |
| **Motivation of Students -**  Expertise in encouraging school-wide positive engagement in learning; Expertise in establishing high expectations that value and promote learning and achievement |  |
| **Student Management -**  Ability to develop sound strategies for managing student behaviour effectively; ability to develop and maintain a positive and safe learning environment |  |
| **Effective Communication & Support for Colleagues**  Ability to communicate clearly and effectively with students in either or both English and CI Maori**;** Demonstration of skill and success in reporting on student achievement to students, families and caregivers;  Commitment to establishing and maintaining effective and cooperative  working relationships with and between colleagues; commitment to providing support and assistance to colleagues. |  |

**PERSONAL QUALITIES**

*Working in the Cook Islands:*

|  |  |
| --- | --- |
| Have you had any criminal convictions in the past 10 years and/or have any pending criminal convictions? **YES / NO** | If ‘Yes’, provide brief details: |
| Have you or your family members had an injury or medical condition caused by gradual process, e.g. disease or infection (NCD), stress related or well-being illness or hearing loss – which the tasks of this job may aggravate or contribute to? **YES / NO** | If ‘Yes’, provide brief details: |
| If applying from overseas.  Do you meet the current border entry requirements for the Cook Islands, including any vaccination requirements? **YES / NO** | If ‘Yes’, state what evidence you can provide to confirm this. |

*Living and working in a new environment provides many challenges and opportunities.*

*Please use your personal experiences, professional or otherwise, to give an indication of your personal strengths and qualities under the following headings. You may also add to the list other qualities that you have that are important to this position. You may respond to each one individually or as an overall response.*

**Points to consider:**

1. Adaptability
2. Flexibility
3. Initiative and resourcefulness
4. Attendance and punctuality
5. Attitude to work

**Referees**

***Provide the name and contact details of three referees, two of whom must have worked with you in a professional capacity recently, we could contact who would be able to provide a reference for you:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Name*** | ***Address*** | ***Telephone*** | ***Position*** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |

***Complete the application form and e-mail to*** [***vacancy@education.gov.ck***](mailto:vacancy@education.gov.ck) ***by the due date.***

**Applicant’s Signature:**  **Date:**