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| **MINISTRY OF EDUCATION**  **Maraurau o te Pae Api’i** |  | **Government of the Cook Islands**  **Te Kavamani o te Kuki Airani** |
| **P.O. Box 97, Rarotonga, Cook Islands** |  | **Tel: (682) 29357 Fax: (682) 28357** |

**APPLICATION FORM - MANAGER, COOK ISLANDS TERTIARY TRAINING INSTITUTE**

Thank you for your interest in the position of the Director, Tertiary Training Institute. Please complete all parts of this application form and return it with a

* Covering Letter
* Curriculum Vitae and
* Copies of relevant qualifications to:

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)

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

**Position Applied For:**  Manager, Cook Islands Tertiary Training Institute

**Applicant’s Full Name:**

**Address:**

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

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

**Email Address:**

**Date of Birth**:

**Nationality**:

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

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Year Attained** | **Institution** |
|  |  |  |
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**Relevant Work Experience for the Position –** *(List all recent positions held):*

|  |  |  |
| --- | --- | --- |
| **Positions Held** | **Year** | **Institution** |
|  |  |  |
|  |  |  |
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**PROFESSIONAL EXPERIENCE**

*In the table below, you will find the key tasks from the Position Description for this position. Please respond to each of the key tasks with examples of similar work from your own professional experiences. If your professional experience means that you have not been involved in exactly the stated task, then please indicate how you would approach the task and adapt experiences you have had to it. Some prompts are provided to assist with your discussion. Please extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Key Tasks** | **Discussion** |
| Successful leadership and management of the Institution (or similar institution) |  |
| Development and implementation of comprehensive programmes of learning, that meets the needs of industry and the community |  |
| The creation of an efficient and cost effective organisation |  |
| Well developed relationships with employers and industry groups |  |
| The development and implementation of robust quality assurance and management processes. |  |
| Staff recruitment, management, appraisal and development. |  |

*Please give an indication of your professional skill/capability in the areas shown in the table below. Please extend the table as required to complete your responses.*

|  |  |
| --- | --- |
| **Skill/Capability** | **Response** |
| Innovative tertiary training solutions |  |
| Senior management experience |  |

**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 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: |

*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. Collegiality
4. Organisation of Work
5. Initiative and resourcefulness
6. Attendance and punctuality
7. Attitude to work

**Referees**

You are required to provide the contact details for **three** referees, two of whom must have worked with you in a professional capacity recently, who can comment on your ability to meet the requirements of this position.

Please provide contact details of your referees in the spaces below:

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

*Once this application is completed please forward it to:*

*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)

Remember to include certified copies of your academic and professional qualifications and include any other relevant documentation (eg curriculum vitae) in support of your application.

**Applicant’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_