



Welcome to Little Einsteins, our new and dynamic Early Learning Centre, and Congratulations on your decision to consider yourself as a potential team member.

Our Centre Philosophy is included in this application pack, and we encourage likeminded teachers who could work optimally within this philosophy to apply.

We are a spacious semi-rural centre, and offer children room to move and explore their surroundings, including aspects of horticulture and agriculture through access to gardening and farm animals. These things are fundamental to our local community, yet many children living in town do not have the opportunity to enjoy them, and we aim to provide this opportunity.

If you are accepted for employment and become one of the Little Einsteins team, you will be a valued part of an already cohesive, supportive and talented group, and supported to become one the best in your industry. You will be offered and expected to participate in professional development, work within the Desirable Objectives and Practices (currently being updated), and the Te Whariki curriculum with influences from Kei Tua O Te Pai (exemplars). We are happy to offer all our staff five weeks annual leave, 50% discount on fees for any of their children who attend the Centre, and free staff lunches. Our wages reflect the current ECE collective agreement.

As we strive to offer the best care and education for the children who attend, so we also strive to offer the best work environment for our staff.



Little Einsteins Teaching and Learning Philosophy for the Education and Care of Children:

Our objective, taken from Te Whariki, (MOE early childhood curriculum policy statement) is for children “to grow up as competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society.” (pg.9, 1996).

In our development and learning community, children are valued as unique individuals whose learning occurs by building upon experiences to further enhance their development.

- *Activities with children aim to be child initiated.*
- *Teachers facilitate learning, setting up the environment to allow children to explore, to question, to work independently, within a group or with an adult.*
- *We operate in an inclusive way, respectful of culture and looking to develop sound relationships.*

Play is a tool for learning. Learning through play helps formulate

- *healthy experiences for children*
- *healthy relationships with adults*

Once engaged in play with their peers children will begin

- *to socialise*
- *to share*
- *to build upon small concepts and experiences learned in our centre yet similar to home*

To further support children’s growth and development, we welcome and encourage family involvement. We aim to build a partnership between children, parents, teachers, administration and our community at large.

By focusing on the whole child and providing stimulating experiences, Little Einsteins Educare helps children to develop advanced learning skills.



EMPLOYMENT APPLICATION FORM

The information requested herein is required by Little Einsteins Educare Ltd to assist in considering your suitability for employment: If successful the information will be kept as part of your personnel record.

If unsuccessful in applying for this position, your information will be kept for possible future employment.

The information you record herein together with the information contained in your supplied CV will be considered as part of your application for this and for future positions. It is vital that the information you supply and responses to the questions herein are correct and complete in every respect. Failure to supply the correct information would prejudice the employer's ability to assess your suitability for the position and if there is subsequently found to be a significant error, omission or mis-statement, this can be considered grounds for instant dismissal.

Being invited to complete this form does not infer any offer of employment or indicate that the applicant may be considered favorably for the position.

Position applied for:

Applicants Declaration

- I declare that to the best of my knowledge the responses in this application and the information contained in othr information supplied by me are correct and complete: I understand that if any false or misleading information is given or any material fact not provided, I will not be accepted for employment, or if employed, my contract may be terminated. I also understand that any false information given in relation to my health or medical history or condition may result in my loss of entitlement for any ACC insurance and/or compensation.
- I consent to Little Einsteins retaining this and my other application information for the purposes of considering my suitability for any other position in the future.

Pre-Employment Agreement Disclosure and Advice Acknowledgement

Included with this form is a copy of the intended employment agreement, which will apply, if we offer you the job and you accept. This is not an offer of employment but we are giving this to you because you are entitled to have a reasonable time to consider it and to seek independent advice about it prior to any employment.

- I acknowledge receipt of agreement form and have noted on here the time and date this has been given to me. Date..... Time.....

If successful, when will you be able to commence employment: ____ / ____ / ____

What transport arrangements will you use to get to work? _____

Applicant Signature

Applicants Name

Date



CONTACT DETAILS

Full Name _____

Home Ph _____ Mobile _____ Work _____

Address _____

DOB _____ / _____ / _____

Emergency Contact

Name _____ Relationship to you _____

Phone _____ Address _____

Are you a citizen of NZ or a NZ Resident? Yes/No

If neither of the above, are you allowed to accept employment in NZ? Yes/No

REFEREES

Persons you authorise us to contact who will attest to your suitability for this position.

• Name _____ Role _____

Phone _____ Organisation _____

• Name _____ Role _____

Phone _____ Organisation _____

• Name _____ Role _____

Phone _____ Organisation _____

Other written references supplied?	Yes/No
Do you consent to us contacting your current or previous employers or training providers for a reference?	Yes/No
Do you consent to previous employers or training providers providing us with information about your employment/training?	Yes/No
Do you have any immediate family or close friends working in this organisation or a competitor or supplier organisation?	Yes/No
Have you ever been charged with a criminal offence or do you know of any reason why the police might consider you a risk to children or as an employee?	Yes/No
Has any previous employer taken disciplinary action regarding you?	Yes/No

Signed: _____

Date: _____



HEALTH MATTERS

1. Have you ever been treated or hospitalised for a mental illness or injury or condition that would have affected your ability to carry out fully the functions and responsibilities of the position applied for? Yes/No
2. Have you had any condition, problems, injury, illness, disability or condition that would have affected your ability in the past or may affect your ability to carry out fully the functions and responsibilities of the position applied for? Yes/No
3. Are you on any medication or under medical treatment or regularly ingest any substances that may affect your ability to carry out fully the functions and responsibilities of the position applied for? Yes/No
4. Have you ever suffered from a back injury? Yes/No
5. Have you ever suffered from any injury resulting in time off work? Yes/No
6. Have you ever claimed Accident Compensation? Yes/No
7. Are you suffering from any infectious disease or have any condition which is capable of being passed on to children and is likely to have a detrimental effect if passed on to them (Regulation 31(2)) Yes/No

If you answered yes to any of the questions 1-7 please give details:

8. Do you smoke? Yes/No
9. Do you have any physical or other conditions that would make it difficult for you to:
 - Hear a child cry from 6 metres away? Yes/No
 - Sit on the floor without support? Yes/No
 - Move very quickly? Yes/No
 - Be on your feet for several hours? Yes/No
 - See a child clearly from 6 metres away? Yes/No
 - Pick up a child? Yes/No
 - Pick up toys and equipment from the floor? Yes/No
 - Be outside for more than two hours? Yes/No

If you answered yes to any of question 9, please give details:

EMPLOYMENT HISTORY

PLEASE ENSURE THT THE LIST IS CONTINUOUS AND INCLUDES ALL OCCUPATIONS FOR AT LEAST THE PREVIOUS 10 YEARS.

Start Date	Duration	Occupation	Employer Name and Location	P/T or F/T	Reason for Leaving
					\$ p/h

EDUCATION HISTORY

Education Qualifications	Year Completed	Training Provider	Location

Do you have a letter from NZQA confirming at least 100 points?

Yes/No

Number of points =

Do you have a higher ECE qualification? Please circle: **“Equivalence”** **Dip Tch (ECE),** **Bch Tch ECE)**

Do you have a drivers licence? **Yes/No**

Do you have a current first aid Certificate? **Yes/No** Certificate Date ____/____/____

Are you are registered teacher? Please circle: **No** **Prov Reg** **Subject to Confirmation** **Full**

Can you read, write and speak competently in English? **Yes/No**

State any other languages you are competent in:

Do you have another occupation (paid or unpaid) outside the normal work hours? **Yes/No**

If yes, state occupation _____ Hours per week _____ Employer _____

What are your immediate aims in professional development? _____

What are your interests, hobbies/sports/clubs or community activities? _____





JOB DESCRIPTION - TEACHER

Name _____

Job Title _____

Responsible to: Head Teacher, Manager.

Functional relationships with: Directors, Head Teacher, Colleagues, Parents and Children.

MAIN OBJECTIVES:

1. To work with and care for children in the Centre.
2. To work effectively with other staff members as part of a co-operative team.
3. To carry out general duties as required and rostered.
4. To maintain safety standards in the Centre at all times.
5. To implement the Programme and maintain the principles of the Charter.
6. To maintain a consistent, positive and flexible attitude.
7. To take an active part in favourable promotion of the Centre.

KEY TASKS	DESIRED OUTCOMES
To plan, organise, carry out, evaluate appropriate developmental activities for children.	Varied, stimulating programme and environment for the children that will promote their learning and development. Growth of knowledge and experience for staff.
To take part in relevant training courses, activities and reading to increase personal knowledge of Early Childhood Education and Curriculum areas. Apply previous knowledge and skills, organise and develop resources for the Centre.	Personal satisfaction and self-development. Increased access to resources for all staff members. Increased learning opportunities for children. Enrichment of the programme.
To carry out scheduled duties.	High standard of health, hygiene and safety in the centre. Contentment and comfort for the children. Parent confidence in the Centre.
To work effectively with supervisor (head teacher) and other staff members as part of a co-operative team.	Good staff relations. Job satisfaction. Pride in the Centre and high standard of childcare. Flexible and adaptable teamwork.
To understand and apply the Childcare Regulations and be familiar with the Centre Charter and goals.	Confidence in professional operation of the Centre. Consultation re: ongoing review of the Charter takes place.
To develop Treaty of Waitangi Charter Objectives.	A range of resources and knowledge incorporated into the programme.



INDIVIDUAL EMPLOYMENT AGREEMENT

BETWEEN _____, WHO IS EMPLOYED AS A TEACHER IN THE _____
AREA, AND LITTLE EINSTEIN'S EDUCARE LIMITED.

1. HOURS and PLACE OF WORK

- a) Your ordinary hours of work shall not exceed 40 hours per week and will be within the hours that the centre is normally open, provided that, such hours the centre is open may be amended by the employer after consultation with you.
- b) The work shall, unless otherwise agreed, be carried out within a 50km radius of the employers centre.

2. SALARY

Your salary will be as per the consenting parties Early Childhood Schedule (effective as at 1 July 2008), of _____. This shall be paid fortnightly to you by direct debit, less any legally required deductions, or deductions authorised by you.

3. LEAVE (includes entitlement to Holiday, Sick Leave and Bereavement Leave).

- a) In terms of the Holidays Act 2003 and amendments, on completion of 12 months current continuous service you shall be entitled to 5 weeks annual holiday (pro rata for part time staff) which must be taken within 12 months of falling due.
- b) After six months continuous service with us you shall be entitled to sick leave of 5 days per year. This may be taken when you, your spouse, or a person who depends on you for care, is sick. Unused sick leave may accumulate up to 20 days.
- c) You must ensure notice is given directly to the person designated by the employer on the first day of absence due to illness, no later than one hour before starting time and the day before returning to work of your intention to do so.
- d) In accordance with the Holidays Act 2003 the employer may require proof after three or more consecutive days of sickness or injury in respect of the minimum entitlement of five days sick leave provided by the Act. If the employee has used up their minimum statutory entitlement of five days sick leave the employer may require proof of any sickness or injury where paid or unpaid leave is taken over and above that minimum entitlement.
- e) You shall be entitled to bereavement paid leave of three days on the occasion of the death of your spouse, parent, sibling, child, other or father-in-law, grandparent or grandchild.
- f) You are entitled to one day's bereavement leave if the employer accepts you suffer a bereavement for another person.

4. TERMS OF EMPLOYMENT

a) Two weeks notice of termination of employment must be given by either party. This will not however affect the employer’s right to instantly dismiss you for serious misconduct or other good cause.

b) If you are made redundant, no redundancy payment shall be made.

c) Absenting yourself from work for three days or more without notifying the employer may cause the employer to terminate your employment.

I,..... declare that I have read, and am fully aware of, the contents of this agreement and fully accept them. I declare that I have read the Centre Rules and Disciplinary Procedures and agree to abide by those and any amendments that may be advised from time to time.

I undertake to maintain the confidentiality of information gained and resources and equipment used by the employer. I also confirm that I have had the opportunity to seek independent advice regarding this agreement.

I understand that my continued employment is subject to my signing on request a “Police Vet Application Form”, and a “Consent to Disclosure of Information” form and/or the employer’s satisfaction with the results of a Police Vet check which can be made at any time.

.....For Little Einsteins Educare Ltd.

.....

.....DATE.

In the unlikely event of restructuring (as defined in the Employment Relations Act 2004), that may effect your future employment, the employer will:

- a) when reasonably practicable and considering commercial business requirements, negotiate with the potential new employer, the effect on staff of the restructuring, and
- b) determine whether or not the potential new employer proposes to offer employment to you, on what terms and conditions, and the proposed commencement date.

In the event that you are not employed by the potential new employer, the redundancy clause contained in this employment agreement will apply.

RESOLVING EMPLOYMENT REALTIONSHIP PROBLEMS

If you have a problem regarding any employment relationship matter we urge you to speak with us first. If you have a personal grievance you must raise the matter with us within 90 days of the event.

PROCEDURE

1. In the first instance please talk to the Directors.
2. You may at any stage have another person to support you explain your concern.
3. Alternatively, you can address the matter to us in writing, advising of the problem and how you think the matter may be resolved.
4. We will give serious consideration to the matters raised and will respond as soon as possible.
5. If you are then not satisfied with the outcome, we could meet and discuss the matter with an independent mediator.