

## Step 4. Prepare the following documents in advance of your online application:

### Documents (PDF, MS Word, or JPEG) you'll need to upload when submitting your online application.

- Teaching Practising Certificate. (Upload scanned copy of signed and verified original by a principal, JP, or other vetting authority.)
- Most recent First Aid Certificate; current or expired. (Upload scanned copy.)
- **For Senior Teacher applications ONLY;** your written response to: *Please describe your understanding of the Educational Council's 'Educational Leadership Capability Framework' and what it means for your practise, demonstrating your knowledge, skills and dispositions. Please give examples where appropriate.*  
**Download: > [Educational Council's Educational Leadership Capability Framework](#)**

*Applying for both Kindergarten Teacher and Head Teacher positions? Download and answer both of the documents directly above. (Tip: YES you can apply for more than one position at a time via our online enrolment form.)*

- All relevant teaching qualifications. (Upload scanned copy of signed and verified original by a principal, JP, or other vetting authority.)
- (Optional): Most recent appraisal, OR if you are a new graduate; your most recent practicum evaluation. (Upload scanned copy.)
- 1st proof of identity (must be photographic: e.g. passport or NZ driver's licence) (Upload scanned copy of signed and verified original by a principal, JP, or other vetting authority.)
- 2nd proof of identity (can be photographic or non photographic: e.g. passport, NZ driver's licence or a birth certificate, or other approved Evidence of Identity document). (Upload scanned copy of signed and verified original by a principal, JP, or other vetting authority.)
- Notes on identity:
  - If you are NOT uploading a NZ passport or a NZ birth certificate as a proof of identity - you will also need to provide evidence of your eligibility to work in Aotearoa NZ. (Upload scanned copy of signed and verified original by a principal, JP, or other vetting authority)
  - If your proof of identity lists a name that differs from the name used on your application, you will need to provide evidence of a change in name/s (e.g. marriage certificate or name change by deed poll). (Upload scanned copy of signed and verified original by a principal, JP, or other vetting authority).
- (Optional): Any other information you wish to upload?
- A scanned copy of your signature.

**(Please note:** every application has a 25MB total upload limit. This will serve the majority of applications. However, should your total uploads exceed this file size limit, please upload this '[Placeholder Attachment](#)' in place of your own attachments. This will allow you to submit your online application. After submitting, please email your attachments separately to [office@ikindergartens.nz](mailto:office@ikindergartens.nz). Tip you may need to email each attachment individually.)

**If you have any questions, please don't hesitate to get in touch with us on 0800 250 052 or email [office@ikindergartens.nz](mailto:office@ikindergartens.nz)**