

## 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 Kindergarten Teacher applications ONLY;** your written response to: *Please describe your understanding of the Teaching Standards and what it means for your practise, demonstrating your knowledge, skills and dispositions. Please give examples where appropriate.*  
**Download: > [NZ Education Council's 'Standards for the Teaching Profession'](#)**
  - **For Head Teacher applications ONLY;** your written response to: *Please describe your understanding of the Head Teaching Expectations and what it means for your practise, demonstrating your knowledge, skills and dispositions. Please give examples where appropriate.*  
**Download: > [Inspired Kindergarten's 'Head Teacher Expectations.'](#)**
- 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)**