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.)

- An up to date CV to reflect your career history

- Most recent First Aid Certificate; current or expired. (Upload scanned copy.)

- **For Teacher applications ONLY**; your written response to: *Please provide an example of your practice as a teacher related to each of the Teaching Council's six standards / paerewa. This can include relevant resources or learning stories, reflections or appraisal comments. (Word or PDF)**
Download: >Teaching Council's 'Standards for the Teaching Profession'

- **For Head Teacher applications ONLY**; your written response to: *Please provide examples of your leadership practice under each of the Teaching Council's nine Educational Leadership Capabilities. These can include relevant learning stories, resources, reflections or appraisal comments. (Word or PDF)**
Download: > Teaching Council's nine Educational Leadership Capabilities

  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. 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