

COVER LETTER JANNE PENDER

CV JANNE PENDER

APPLICATION FOR APPOINTMENT

TO: CHAIRPERSON, BOARD OF TRUSTEES (Envelopes should be endorsed
"Confidential Application")

POSITION APPLIED FOR:

PERSONAL DETAILS:

Name: Janne Pender	Home Phone: 524 5450	
Address: 43 Bell Road, Remuera	Work Phone:	
Auckalnd 1050	Mobile Phone:	
	Fax:	
Citizenship:	Email:	
Registration No:	Practising Cert. No:	Expiry Date:

PRESENT EMPLOYMENT:

Name of Present Employer:	Work Phone:
Address:	
Position Held:	Date Commenced:

REFEREES:

Name:	Home Phone:
Address:	Work Phone:
	Mobile Phone:
	Fax:
Relationship to Applicant:	Email:
Name:	Home Phone:
Address:	Work Phone:
	Mobile Phone:
	Fax:
Relationship to Applicant:	Email:
Name:	Home Phone:
Address:	Work Phone:
	Mobile Phone:
	Fax:
Relationship to Applicant:	Email:

TERTIARY EDUCATION QUALIFICATIONS:

Institution Attended	Year	Qualifications Attained	Date Awarded

TEACHING SERVICE (list all schools and positions) :

Position	Class Level	Salary Scale	School	Date From	Date To

PROFESSIONAL MEMBERSHIPS

Please give details below:

OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to? If yes, please give details below:

Yes ☐ No ☐

Do you have any matters relating to yourself currently or previously before the Teachers Council? Do you have a current New Zealand drivers licence?
I give permission for St Mary's College Board of Trustees or Ahead Associates Limited on its behalf to check my record with the NZ Police.

Yes ☐ No ☐

PRIVACY ACT 1993 (To be signed by the Applicant)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore members of the Board of Trustees (or their agents) may make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Principal at this school. My express consent will be sought before any person I have not specifically nominated is contacted

APPLICANT'S SIGNATURE:

DATE:

DECLARATION:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences) Received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

Yes ☐ No ☐

If *YES*, please provide date and details of offence(s) on a separate sheet. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

APPLICANT'S SIGNATURE:

DATE:

Referee's Report

(Confidential to Ahead Associates Limited
and St Mary's Board of Trustees)

For: (Candidate to complete

Janne Pender

Referees Name: Ben White

Address: Darlington street

Home Phone:

Mobile Phone:

Work Phone:

Email:

1. What is your relationship to the applicant? How long have you known them? What opportunities have you had recently to see them at work?

2. What are the main reasons that they will stand out as being an excellent candidate for this Principal position?

3. What is their Achilles' heel? weaknesses? Or, areas needing development?

4. Any other comments that will help this BOT consider this applicant?

Please return directly to:
Janne Pender
Ahead Associates
By email: jannepender@aheadassociates.co.nz

S464 FORM

Education Act 1989, Section 464
(Previously – Private Schools Conditional Integration act 1975, Section 65)

APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

A. POSITION BEING APPLIED FOR

Position: Principal
School: St Mary's College Ponsonby
Address: New Street

B. PERSONAL

First Names: Janne Margaret
Surname: Pender
Address:
Religion:
Telephone Number Day: Evening:
e-mail:

C. PARISH

1.0 Are you a member of a Catholic parish community? Yes ☒ No ☐

If yes, name and address of parish:

2.0 Are you involved in parish ministry? (eg. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy) Yes ☐ No ☒

If yes, name of Ministry or Service:

D QUALIFICATIONS OR COURSES IN RELIGIOUS EDUCATION AND/OR THEOLOGY (See Notes)

Qualification/Course Attended (Include your Certification for Teachers in Catholic Schools if applicable)	Institution and Year

Duplicate and attach relevant CV material or certificates etc as appropriate.

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training? Yes ☐ No ☐

If yes, name and address of school(s):

E. PREVIOUS TEACHING EXPERIENCE RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL

Position	School	Year Level	From	To

F. OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)

G. CATHOLIC CHARACTER REFEREES Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See note on referees.)

1	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			
2	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			
3	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of Education Act 1989, Section 464 to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed:

Date:

SELF ASSESSMENT

Please complete the following self-assessment. Please limit your responses to the space provided. Bullet points are acceptable.

Personal Statement

Summarise your reason for being a strong candidate for the position of Principal of St Mary's College School.

Curriculum Delivery & Pedagogy

Describe an initiative that you have set up for an innovative approach to curriculum delivery, and how this initiative impacted on the teaching and learning process. How was the effectiveness of this initiative measured?

Professional Leadership

How do you currently enact the role of 'Professional Leader of Learning' and how do you demonstrate being a learner?

Modern Learning Environment

Discuss how current educational trends/theories will help prepare or students to be 21st Century Woman of Mercy