

A GUIDE TO THE PREPARATION OF CURRICULUM VITAE (CV)

1. Your CV should be an extension of the information in the application form, the Kindergarten Profile Sheet and the Professional Standards. Use Section 4 of the application form for suggested headings.
2. The Professional Standards clearly state the minimum requirements for teachers. They enable applicants to be given a full and realistic picture of a teaching position and the responsibilities involved. This is also the Job Description - **use the Professional Standards as prompts to help you write about your own teaching.**
3. When writing your CV try to utilise the maximum amount of pages available, we suggest the more the better. We would appreciate a clear and easy to read font and spacing.
4. The Appointments' Committee will not consider CV's beyond twelve A4 pages (can be single or double sided). This does not include copies of certificates or grade transcripts – these can be included in addition to the twelve pages.
5. There is no point in spending large sums on expensive presentation. The committee receives black and white copies only, so a bound CV simply takes longer to photocopy and is more costly to mail. The only expense worth investing is for your CV to be typed - it is much easier to read and it photocopies well. If handwritten use **BLACK pen and print clearly.**
6. Don't include photos or learning stories - they don't photocopy well and are not relevant.
7. Be clear about length of service, e.g. "Head Teacher - September 1992 to March 1994" rather than "Head Teacher - 1992 – 1994". (Also state whether you were a relieving teacher or not).
8. If applying for more than one position, you must use a separate Application form. We suggest that your CV needs to reflect the requirements of the teaching position you are applying for, therefore the same CV for more than one position may not be in your best interests.
9. If an application is faxed or emailed, the original application and accompanying material must be forwarded to the Appointments Secretary as soon as possible after the closing date.
10. Referees' reports are confidential to the referee and the Appointments' Committee, and must not be forwarded to the committee by the applicant. It is a good idea to give your referees a copy of the Kindergarten Profile Sheet to assist them in their report writing.

Before sending in your application, have you -

Completed and signed the Application Form?

Included a copy of your-

Curriculum Vitae - Completed parts a) and b) of Section 4

ECE Qualification/NZQA equivalency (certified as true copy)

Registration/Practising Certificate (or letter)

First Aid Certificate (if current)