



COMMUNITY POLYTECHNIC
Te Kura Matatini o Whitireia

APPLICATION FOR EMPLOYMENT FORM

INSTRUCTIONS

Please complete all sections of this form, answering all questions. The form must be signed and dated. In addition to this form, applicants are asked to provide a full curriculum vitae (including personal information and relevant life history) and a letter of application.

If you are offered this position, you will be required to provide either original or certified copies of your qualifications. We also require proof of identity e.g. passport or birth certificate.

VACANCY DETAILS

Position Applied For: Bachelor of Nursing Maori Lecturers (Full-time Limited Tenure)
Position number: HEdSS10/BNM
Closing Date: Monday 15 March 2010
Where advertised (eg. Dominion Post 8/1/10) or how did you find out about the position (eg friend)

PERSONAL DETAILS

First Name(s): _____ **Family Name:** _____
Also known as _____ **Gender:** F/M
Contact Address:
Home: _____ **Phone:** _____

Work: _____ **Phone:** _____
Email address: _____
Cell Phone No. _____

PERMANENT RESIDENCE

Do you have the right of permanent residence in New Zealand or a valid work permit? Y/N

CRIMINAL CONVICTIONS

Note: Criminal records concealed under the Criminal Records (Clean Slate) Act 2004 are not part of the convictions check by Whitireia Community Polytechnic. If you have convictions and you are unsure as to whether they may be concealed under the Act 2004, further information maybe obtained from the Ministry of Justice. <http://www.justice.govt.nz/privacy/clean-slate.html>

Have you ever been convicted of any criminal offence, and/or are you awaiting the hearing of charges in a court of law?
If yes, please provide brief details below except for those cases where our asking you would, breach the Criminal Records (Clean Slate) Act 2004.

MEDICAL

Do you have any condition that may affect your ability to effectively carry out the functions and responsibilities of this position? Y/N/Possibly

If yes/possibly, please detail

Have you had an injury or medical condition caused by gradual process disease or infection arising out of work that may be aggravated or further contributed to by the function and responsibilities of this position? Y/N

If yes, please detail: _____

Do you agree to undergo a medical examination (at our expense) if required? Y/N

Have you ever claimed accident compensation? Y/N

For a work related accident? Y/N

For an accident outside work eg home, sports injury etc? Y/N

If yes, please detail: _____

REFEREES (to be completed by all applicants)

Please give names, address and telephone numbers of at least two referees (at least one referee must be from your immediate previous employment. If you have not yet been employed someone who knows you well).

Name	Position/Relationship	Address	Phone/Email #

DECLARATION

I _____(full name) declare that to the best of my knowledge the information in this application, including my curriculum vitae and letter of application, is correct. I understand that if any false or misleading information is given, or any material fact is not disclosed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any employment compensation.

I also consent to Whitireia Community Polytechnic seeking verbal or written information about me from the named referees.

Signed: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY

Under the terms of the Education Amendment Act 1989 Whitireia Community Polytechnic is required to supply statistical information to monitor Equal Employment Opportunities. Completion of this section is voluntary, and is required for statistical purposes only. This section will not form part of your application for the position.

Which ethnic group do you belong to?

0 NZ European/Pakeha 1 NZ Maori 2 Samoan

3 Cook Island Maori	<input type="checkbox"/>	4 Niuean	<input type="checkbox"/>	5 Tongan	<input type="checkbox"/>
6 Tokelauan	<input type="checkbox"/>	7 Chinese	<input type="checkbox"/>	8 Indian	<input type="checkbox"/>
9 Other (please specify) _____					
Age: _____ Date of Birth: _____					

Please return completed application form with your CV to:

recruitment@whitireia.ac.nz

*The Recruitment Team
Human Resources,
Whitireia Community Polytechnic,
Private Bag 50-910, Porirua City*

MISSION, VALUES AND GOALS

MISSION STATEMENT

Whitireia Community Polytechnic's mission is to provide excellent education and training opportunities for individuals to develop their talents and abilities to contribute to the social well-being and economic success of their society.

Whakatauki

Te manu e kai ana i te miro – nōna te ngāhere. Engari te manu e kāi ana i te mātauranga – nōna te ao.

The bird that eats of the miro berry owns the forest, but the bird that eats of education owns the world.

VALUES

Manaaki	Encouraging the sharing of views, learning and resources, where individual self-esteem (mana) and group harmony result from caring about and supporting one another.
Identity	Creating a learning environment where all people feel they belong because their uniqueness is valued and promoted.
Equity	Achieving more equal outcomes by providing significant learning and education success for those who have not previously had such opportunities.
Responsiveness	Being flexible, creative and open to change, to better meet individual, industry and community learning needs.
Success	Being an effective organisation with a clear sense of purpose, striving for excellence and creating an environment where all have the right to succeed.
Integrity	Maintaining the highest ethical standards and permitting public scrutiny of all processes to ensure the continuance of those standards.
Accountability	Monitoring and reporting on the maintenance of educational quality standards and on the responsible use of public resources.

GOAL 1

To extend the range, relevance and quality of learning opportunities offered to students to enhance their potential, particularly for employment, locally, nationally and internationally.

GOAL 2

To focus on the success of every student through flexible learning delivery, technology supported learning and quality educational support services.

GOAL 3

To be recognised as a leading provider of tertiary education for multicultural communities and in achieving equity of educational and employment opportunities.

GOAL 4

To enhance the long-term financial viability of the polytechnic through sound financial management, effective administrative systems and managed entrepreneurial activities.

GOAL 5

Whitireia is committed to implementing Te Tiriti o Waitangi.



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TUTOR JOB DESCRIPTION

POSITION: Nurse Lecturer Based at: Porirua Campus
Faculty: Health Education and Social Science
Name: _____
Proportion: Full Time Equivalent **Date:** / /

PURPOSE

The purpose of this position is to provide quality teaching and learning in the Bachelor of Nursing Maori (BNM) programme to enable students to gain an understanding of, and to succeed in, their chosen subjects in accordance with the values of Whitireia Community Polytechnic.

RELATIONSHIPS

Within the organisation

The appointee will:

- Be responsible to: The programme co-ordinator of the Bachelor in Nursing Maori programme
- Liaise with staff within the programme and Faculty
- Liaise as required with other staff across the institution

Outside the organisation

The appointee will:

- Liaise with members of relevant Programme Advisory Committee
- Develop functional relationships with employers in relevant industries and professions
- Develop functional relationships with colleagues involved in the external moderation of the programme
- Develop and maintain appropriate networks and relationships with other tertiary providers, stakeholders and communities
- Maintain appropriate links with own professional groups/bodies

TE TIRITI O WAITANGI

- Demonstrate understanding of te Tiriti o Waitangi partnership in the development and delivery of the programme.
- Reflect te Tiriti partnership as appropriate in teaching/ learning activities
- Include appropriate bicultural elements in teaching programme

Performance Measures

- Attend or facilitate at least one te Tiriti o Waitangi workshop/seminar each year
- Demonstrate through own practice an awareness of te Tiriti o Waitangi and the issues arising from it
- Demonstrate that appropriate bicultural elements have been included in teaching/learning activities

WHITIREIA VALUES

- Demonstrate professional practices which reflect the values in Whitireia Community Polytechnic's Charter
- Be familiar with, and to practice in accordance with the Polytechnic's Learning and Teaching Policy

Performance Measures

- Commitment to Whitireia Values and Learning and Teaching Policy is actively demonstrated

CONTRIBUTION TO HEALTH AND SAFETY

- Maintain current knowledge of the Polytechnic's Health and Safety, and emergency procedures
- Provide students with Health and Safety information, including procedures
- Provide students with hazard information relevant to their programme of study
- Ensure all potential/actual hazards and incidents/accidents are reported to the Health and Safety Officer in a timely manner

Performance Measures

- Health and Safety knowledge is kept current
- No incident/accidents reported involving students as a consequence of not receiving relevant information from the tutor
- All incident/accidents are reported to agreed standard

KEY RESULT AREAS

1. PROVISION OF QUALITY TEACHING PROGRAMMES

Critical Tasks

- Show competency in subject area/s
- Implement quality programmes to enhance student learning
- Contribute to the development and implementation of methods of assessing student learning
- Continue to develop own teaching practice and skills
- Monitor and document student progress

Performance Measures

- Student/programme/ tutor evaluations demonstrate subject competency
- The quality of programmes is delivered and success is reflected in student completions
- All required moderation processes have been met
- Academic records and documentation are complete

2. ACCURATE AND TIMELY INFORMATION AND DOCUMENTATION

Critical Tasks

- Course outlines and assessment requirements are provided to the Programme Co-ordinator at least one week before the course starts, and to students on the first day of the course
- Establish and maintain accurate student records and provide timely information as required by the Polytechnic or authorised external bodies
- Maintain relevant and appropriate programme documentation requirements for administrative purposes

Performance Measures

- Students are provided with accurate and timely information relevant to the course
- Student results have been made available within negotiated timeframes
- Documentation related to internal and external quality management has been provided fully, accurately and within the agreed timeframe
- All requests for administrative information have been met within agreed time

3. FACULTY CONTRIBUTION

Critical Tasks

- Participate in the professional and academic life of the Faculty
- Report back to colleagues as required from any global committee
- Represent the Faculty as required

Performance Measures

- Attend at least 85% of Faculty meetings
- All policy and legal requirements have been met
- Contribution is reflected in positive feedback
- Participate in a global committee/s

4. RESEARCH AND DEVELOPMENT

Critical Tasks

- Maintain and enhance credentials required to teach the programme
- Develop and implement research plan relevant to the subject speciality and teaching programme

Performance Measures

- Professional development plan is development and implemented
- At least one research output is achieved per annum
- Credentials are appropriate for the teaching level

5. PROGRAMME DEVELOPMENT AND MARKETING

Critical Tasks

- Contribute to the effective outcome of the programme
- Programme graduates are work-ready, or prepared for further study
- Industry/professional knowledge is current and reflected in programmes developed and delivered

Performance Measures

- Contribute to the continuous improvement of teaching and learning programmes
- Graduate competency meets employer needs as measured through the Employer Survey or meet the criteria as listed in the Graduation Profile
- Positive feedback via the annual Graduate Survey and Student satisfaction survey

SIGNATURES

Position Holder: _____ Date: ___/___/___

Programme Leader: _____ Date: ___/___/___