



## Appointments Policy - Administration

Education [Early Childhood Services] Regulations 2008 (and its Amendments): Regulation 47

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA7

### Objectives:

- Fair and just employment procedures are applied throughout the appointment process,
- The most suitable person is appointed to the position,
- EEO principles are applied throughout the appointment process,
- The appointing panel will be unanimous in the decision that they make.

### Advertisements:

- Administration (and other non teaching) positions shall be advertised in local newspapers and other media outlets as deemed appropriate for the vacant position.

### Appointments Procedures

- The Board prior to the advertising of any such position will set the appointment procedure for administration and non teaching staff.

### The Appointment of Administration personnel will occur as follows:

- **Application Forms** - Pelorus Community Preschool Forms shall be used. These will be available in vacancy packs and distributed by the Office Manager.
- **Acknowledgment** – Applicants shall be acknowledged within five working days after the closing date for applications.
- **Vacancy Packs** will include:
  - i. A Covering Letter
  - ii. An Application Form
  - iii. A Job Description
  - iv. A copy of the Appointments Policy and Procedures
  - v. A Police vetting form
  - vi. A Fit and Proper Person Form
- **Job Description** – Job descriptions will be prepared with input from the Senior Teacher and the Board.

### Composition of the Appointments Panel

The appointments panel will be made up of four people who will have experience in personnel and administration. These may include:

- Senior Teacher from the Pelorus Community Preschool,
- Chairperson of the PCP Board,

- Human Resources advisers,
- Board members of PCP,
- Respected Local Employers.

***Confidentiality will be maintained at all times and the Appointments Panel members will sign a confidentiality agreement.***

### **Conflict of Interest**

If a situation arises where a conflict of interest is pointed out or declared by a member of the appointments panel, they will withdraw themselves and the panel will appoint a replacement.

### **Process for making an Appointment**

- 1) The Appointments Panel will meet as soon as possible but no later than 14 days after the closing date for applications.
- 2) Applications will be read in conjunction with the job description. The applicants will be required to submit two names from which a confidential telephone reference can be obtained.
- 3) The Appointments Panel will select applicants to be interviewed.
- 4) There will be no minimum number for interviews.
- 5) Interviews will be conducted for every appointment.
- 6) If no applicant is deemed suitable the position will be readvertised.
- 7) All applicants will either be notified for an interview or of their unsuccessful application.
- 8) Confidential telephone references will be obtained from the applicants named referees. The referees will be asked set questions and their responses will be recorded.
- 9) The Appointments Panel will decide on the most successful applicant whose skills best fit the tasks within the job description.

### **Employment Offer**

The Appointments Panel will make their recommendation to the next Board meeting for ratification.

- When the Appointments Panel have decided who is the most suitable candidate for the position, an offer will be made by the Pelorus Community Preschool.
- If the offer is made by phone and followed by a written confirmation the appointee has five working days to accept or decline the offer in writing.
- If the offer is made in writing the appointee has ten working days to accept or decline the offer in writing.
- Should no reply be received by 5:00 p.m. on the stated day, the offer of employment shall be automatically withdrawn.
- If the successful applicant rejects the offer the Appointments Panel will reconvene to assess whether the offer of appointment can be made to another suitable applicant. If so the above provisions will apply.
- If it is deemed that there is no one else suitable the position may be readvertised.

### **Right of Review**

The Pelorus Community Preschool does not offer the right of review except as provided for by statute.

### **Screening:**

All applicants for positions will be screened via Police Vetting, Criminal Records (Clean Slate) Act 2004 and Fit and Proper Person Form.

### **Licensing Criteria**

Suitable human resource management practices are implemented (GMA7).

## **Policy In Action**

If this policy is being implemented effectively, then you should see the following happening:

- Pelorus Community Preschool will advertise all vacancies through local media.
- The Senior Teacher and the Executive Board will have input into job descriptions.
- The Senior Teacher will have been offered the opportunity to sit on the Appointments Panel.
- Pelorus Community Preschool will have enthusiastic and effective administrative staff.

**Adopted: May 2008**  
**Review Date: April 2010**  
**Reviewed: October 2010**  
**Reviewed: October 2012**  
**Review: October 2014**  
**Reviewed: August 2013**  
**Review Date: August 2015**  
**Reviewed: November 2015**  
**Review Date: August 2017**

# FIT AND PROPER PERSON FORM

This Fit and Proper Person Form is an Application for a \_\_\_\_\_

## A: PERSONAL INFORMATION

Family name: \_\_\_\_\_ First name(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
(town and country)

Postal address: \_\_\_\_\_

Residential address: \_\_\_\_\_  
(if different from postal address)

Phone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

## B: HONESTY

Please answer the following questions:

		Yes	No
1.	Have you ever been convicted in any court of law for any offence relating to controlled drugs (as defined in the Misuse of Drugs Act 1975) or relating to any prescription medicine (as defined in the Medicines Act 1981)?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you ever been convicted in any court of law for any offence involving violence or causing danger to any person, or criminal damage?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you, in any country, had any document, licence or certificate of competency suspended or cancelled or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have you, in any country, previously had an application for a document or certificate of competency rejected?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have you, in any country, been convicted for any educational regulatory offence?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have you, in any country, during the past 5 years been issued a warning letter in relation to educational Regulatory issues?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have you, in any country, been convicted for any criminal offence or been given police diversion for any offence?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are you, in any country, presently facing charges for any offence?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Do you have any history of physical or mental health problems or serious behavioural problems?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is there any other information that is relevant to your application that has not been addressed in the questions above?	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked YES to any of the above questions, please add details below.

**Details/explanation** Please give details for any question you have ticked Yes to (attach separate pages if required; these should be signed and dated)

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## C: DECLARATION

I declare that to the best of my knowledge and belief the statements made and the information supplied in this questionnaire and the attachments are complete and correct.

Applicants signature

Date