# APPLICATION FOR AN NZSTA ESS PRINCIPAL

<Date>

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| BACKGROUND |
| *Advise why you need an ESS Principal* |
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| QUALIFYING CRITERIA |
| An “acting-up” appointment is not possible or practicable within the school |
| *Explain why the DP or other person cannot “act-up”* |
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| Advertising locally for a relief principal has been unsuccessful |
| *Have you advertised locally? Please provide details**Have you asked your local Ministry of Education (MoE) Advisor if there is anyone local?**Have you asked your Community of Learning, Kahui Ako if there is anyone available to “act-up”?*  |
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| All reasonable efforts are being (have been) made to use normal avenues for appointing a permanent principal where applicable |
| *Advise what you have done to recruit to date*  |
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| The need is temporary (not more than 10 weeks) |
| *Advise what is being put in place to ensure a permanent PR will be in place* |
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| The need is to provide for last resort coverage for a situation the board cannot control, e.g. the principal / deputy principal has another position, major illness, etc |
| *Please explain* |
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| 1. The request is not to provide for day-day casual relief
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| Choose an item. |
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| POSITION DETAILS |
| *What type of school is this, e.g. Primary, Secondary?* |
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| *Is this a teaching principal role? If yes, please advise details of the teaching component* |
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| BOARD RESOLUTION |
| *Has your board passed or initiated the process for a resolution agreeing to engage an ESS principal?* *Suggested wording for a resolution may be:*The board delegates to the presiding member the authority to initiate and complete the application process for the Emergency Staffing Scheme, including the fixed term appointment of an emergency principal for XXXX School, noting that there may be costs incurred by the board for accommodation and travel for the ESS principal, but these may be reimbursed by the MoE (please check the [Ministry of Education website](https://www.education.govt.nz/education-professionals/schools-year-0-13/funding-and-financials/emergency-staffing-scheme-school-principals/emergency-staffing-scheme-expense-claims) for allowances available).*Note –If this resolution is passed by electronic means, then the outcome must be unanimous. Agreement to the resolution must be in place before an ESS placement can be made.**Please advise the status of your board resolution* |
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| ADDITIONAL DETAILS |
| *Please advise the dates that you would like the ESS Principal to commence and end date of term* |
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| *Please add any further comments which may assist your application* |
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| *Application provided by – Name / Phone number / Email address* |
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| *Position of applicant – e.g. – Presiding Member (Chair) / LSM/ Commissioner* |
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| *Signature of applicant* |
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