

Dear Teacher Applicant

*'Connecting you faster'*

We are delighted to have you join our exciting and growing pool of teachers. We value you and take great pride in equipping and connecting great teachers (you) to great schools.

There is a high demand for quality relief teachers, and our mission for the past 30 years has been to provide schools with simply better, faster and more reliable teachers for every situational need.

I am looking forward to receiving your application and getting you earning in the very near future.

Thank you again for choosing Quick Help Teaching Services. We can't wait to have you on the team!

Kylie van der Bel  
Director

## 2022 APPLICATION FOR RELIEF TEACHING

### a. PERSONAL

First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Post Code: \_\_\_\_\_

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

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION**

### b. MOST RECENT TEACHING

School: \_\_\_\_\_ Level(s): \_\_\_\_\_ Year: \_\_\_\_\_

### c. TEACHER REGISTRATION

Type: \_\_\_\_\_

Registration No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

MoE No: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ College: \_\_\_\_\_

### d. REFEREES (at least one New Zealand based referee)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

School: \_\_\_\_\_

Contact No: \_\_\_\_\_

Contact No: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

### e. PLACEMENT INFORMATION

1. First available date for relieving: \_\_\_\_\_

2. Preferred class levels:

Years 1 – 4  Years 4-6  Years 6 – 8  Years 9 – 13

*Secondary school specifics if any,*

Subjects & Levels: \_\_\_\_\_

\_\_\_\_\_

3. STRENGTHS (e.g. Reading Recovery, Te Reo, Special Needs, ESOL, Music, PE, Drama, Steiner qualified, MLE spaces, pr1me trained)

\_\_\_\_\_  
\_\_\_\_\_

4. Do you qualify to work in a special character Christian or Catholic integrated schools, I? (Please state)

\_\_\_\_\_

5. Are you confident in your Te Reo to work in full immersion and/or bilingual schools/classes?

Yes  No

6. Are you confident to work in special education satellite schools?  Yes  No

5. Please list any school(s) that you do not wish to work at through a Quick Help placement. These are your nominated schools that already contact you privately to work at.

i. \_\_\_\_\_ iii. \_\_\_\_\_

ii. \_\_\_\_\_ (Maximum of three schools)

Do you currently have a valid First Aid certificate? Yes  No

If yes, when does this expire? \_\_\_\_\_

## LEGAL

Have you ever been convicted of an offence against the law apart from summary offences?  
YES / NO

*If yes, please supply relevant court details separately*

## CONTRACTUAL AGREEMENT

I agree to Quick Help Teaching Services contacting my referees directly for a statement of my ability in relations to this application.

initial: \_\_\_\_\_

I agree to inform Quick Help Teaching Services of any changes to my registration status, including investigations status.

initial: \_\_\_\_\_

I agree to permit Quick Help Teaching Services to do regular Police Checks on me.

initial: \_\_\_\_\_

In accordance with the Vulnerable Children's Act, I confirm that I have been, I am, and I will continue to be safe and suitable to work with children.

initial: \_\_\_\_\_

In accordance with the Covid-19 Public Health Response (Vaccinations) Order 2021, I am fully vaccinated and agree that future placements rely on complying to any future Covid related regulations.

initial: \_\_\_\_\_

I agree to upon signing this contract provide Quick Help Teaching Services with evidence that I am fully vaccinated against Covid -19, and to provide ongoing evidence of the same at the request of Quick Help Teaching Services as may be required from time to time.

initial: \_\_\_\_\_

All information supplied with the application is true, full and correct.

initial: \_\_\_\_\_

I acknowledge my understanding of Quick Help Teaching Service's privacy statement which is attached to this contract as Schedule A ("Privacy Statement") and agree to the disclosure of my personal information in accordance with said statement.

initial: \_\_\_\_\_



Please tick all the following:

- I agree that for the purposes of this contract "Relief Work" refers to me carrying out my duties as a relief teacher onsite in a school in which Quick Help Teaching Services has placed me and that it is an essential term of my contract with Quick Help Teaching Services that I am able to carry out the Relief Work onsite.
- I am fully aware that I am employed by the Ministry of Education and that I am not and at no point will be considered to be an employee of Quick Help Teaching Services.
- I am aware that my contract with Quick Help Teaching Services will be terminated immediately if, having been placed in any school (that is not a listed nominated school above) by Quick Help Teaching Services, I then accept ANY additional work without first notifying Quick Help Teaching Services.
- I agree to treat this as a further Quick Help Teaching Services placement and will advise Quick Help Teaching Services as soon as possible, the day of.
- I am aware that Quick Help Teaching Services has no obligation to find me relief teaching every day that I am available but I know that they will do what they can.
- I am aware that it is my responsibility and in my interest to contact Quick Help Teaching Services every Sunday to advise my availability for the coming week.
- I allow Quick Help Teaching Services to provide schools evidence of my COVID-19 vaccination in accordance with the Privacy Statement should they request it and will ensure I have such evidence on me to produce at any school I am sent to
- I acknowledge that if Quick Help Teaching Services is unable to provide schools with my COVID-19 vaccination information then they will be unable to place me in schools and subsequently I will be considered as unable to carry out onsite Relief Work.
- I acknowledge that Quick Help Teaching Services' membership fee noted below is for the school year, and not the calendar year, and that said fee is non-refundable once I have been placed in a school for Relief Work.
- I am aware that if I become consistently unable to carry out onsite Relief Work then Quick Help Teaching Services has the right to unilaterally and immediately terminate this contract entirely at their discretion.
- I accept and agree to pay Quick Help Teaching Services, on receipt of an invoice.
- In the case of accepting a Long-Term relieving position, (4 weeks/20 days plus) I agree to pay Quick Help a one-off fee of \$199.00+GST (\$299+GST if you are a CASUAL Quick Help teacher)

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**COSTS** Please select (tick) one of the following options for the 2022 school year:

- Quick Help VIP Teacher QH Annual Membership Fee \$ 99.99 (excluding GST)  
Quick Help as your exclusive provider, except for the schools nominated in question 5 (maximum 3) who contact you directly. ALL other schools are still welcome to book you but the contractual obligation is on you, as a Quick Help team member, to ensure that both you, and the school notifies Quick Help teaching services of the booking.
- Quick Help Casual Teacher QH Annual Membership Fee \$ 199.99 (excluding GST)  
Quick Help is one of your providers i.e. you are also accessible directly by schools, and or online reliever databases.

**(An invoice will be sent for membership fee)**

I enclose: a. 2022 Annual Application form (completed)

b. A copy of my current practising certificate

c. A copy of TWO of the following: NZ Driver's Licence / NZ Passport / Birth Certificate accompanied by Proof of address (i.e. a utility bill).

d. A copy of my Covid-19 vaccination record (copy of vaccination passport or copy of official letter from the Ministry of Health)

Please note that one of our employees will need to physically meet you and view your photo ID (as well as have on file) please make contact with Kylie on 022 656 8771 to arrange a time.

*Please send or email back, please note processing time can be delayed due to police checks but usually is completed in 2 weeks.*

Post address:

Quick Help Teaching Services  
115 Harewood Road  
Papanui, Christchurch

Email: [office@quickhelp.nz](mailto:office@quickhelp.nz)

**Office use only:**

ID Check & Interview	<input type="checkbox"/>	Data entered	<input type="checkbox"/>
Police Check	<input type="checkbox"/>	Payment received	<input type="checkbox"/>
Reference Check	<input type="checkbox"/>	Confirmation sent	<input type="checkbox"/>

## SCHEDULE A



### PRIVACY STATEMENT

1. By signing this contract, you acknowledge your consent to Quick Help Teaching Services using your personal information as described in this privacy statement.
2. Quick Help Teaching Services collects personal information from you, which includes information about your:
  - a) Name;
  - b) Contact information;
  - c) Teacher registration;
  - d) Criminal history (if any); and
  - e) Covid-19 vaccination status.
3. Quick Help Teaching Services collects your personal information in order to facilitate your placement in schools as a relief teacher.
4. Your personal information is shared with Quick Help Teaching Services' staff and the schools in which we place you in your capacity as a relief teacher. Quick Help Teaching Services does not share your personal information with any other person or entity.
5. Quick Help Teaching Services respects your freedom to choose who you disclose your vaccination information to, but also notes that if you choose to withhold this information from Quick Help Teaching Services then we will be unable to begin or continue a contractual relationship with you, and accordingly unable to place you in schools for Relief Work.
6. You have the right to ask for a copy of any personal information Quick Help Teaching Services holds about you, and ask for your information to be corrected if you think it is wrong. To do so please contact Quick Help Teaching Services at [office@quickhelp.nz](mailto:office@quickhelp.nz), or 022 656 8771