



SUTTON PARK SCHOOL
89 Vine Street, Mangere East, Auckland 2024
Telephone (09) 276 4560 Facsimile: (09) 276 4529

Principal: Fa'atili Iosua Esera

Kia Ora,

Thanks you for the interest you have shown in the permanent position in the Samoan Bilingual Unit at Sutton Park School. Please find the application pack that includes the Job Description, the referees and the application form. I need three names of referees and contacts so that I can speak with them directly. Your approval for me to contact your former employers is needed. Any information obtained from former employers is strictly confidential and is strictly for the purpose of making this appointment.

The following timeline applies to the process for making this appointment.

TIMELINE:

1. Position advertised nationally 5 September
2. Applications close Friday 23 September at 12:00 pm.
3. Referees reports to arrive Wednesday 21 September at 12:00 pm.
4. Referee's check on Thursday 22 September.
5. Shortlisting is done on Wednesday 28 September.
6. Interviewee will be notified by Friday 30 September.
7. Interviews will be held on Friday 14 September.

Please do not send an original of your CV as this will not be returned. Thank you for the time you are investing in to putting in your application and I look forward to receiving it.

Yours' sincerely,

Mr Iosua Esera

Tumuaki/Principal
Master of Education (Merit)