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**Application Form – Surplus Staffing Nominee - 2024**

**The Surplus Staffing Nominee**

In any surplus staffing process, a nominee of PPTA’s executive is required to be consulted with by the employer. A surplus staffing nominee is a vital role within the Association. The role of the Nominee is intended to provide transparency and accountability to the often very challenging surplus staffing processes, where members’ jobs or positions are at risk.

This Nominee’s role is voluntary. Training is provided annually, and Field Officer support is given throughout any process. The Nominee will attend, take notes asks questions at meetings where decisions are made in relation to Surplus Staffing issues.

**Criteria for a Surplus Staffing Nominee**

* A current PPTA member (including honorary member)
* A commitment to the Association’s constitutional objectives

And

* An ability to understand staffing and timetabling
* A willingness to receive training (annually) and to be available to work as surplus staffing nominee in term four and possibly from possibility from time to time during the year
* An ability and desire to be familiar with the Surplus Staffing provisions in the ASTCA and STCA
* Experience in working with spreadsheets
* An analytical mind
* Clear, concise, and professional written and verbal communication skills
* A commitment to supporting members’ collective interests

**Application process**

1. Complete the form below and send to Adele Towgood DGS (M) - [atowgood@ppta.org.nz](mailto:atowgood@ppta.org.nz) by **30th July**

2. Confirmation from the Executive will then be sought

**Nomination Form**

**Branch Chair to complete**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (branch chair) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ branch

nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position of Surplus Staffing

Nominee.

Using the above criteria outline the strengths, skills, and/or experience you would bring to the role of Nominee (use more space if needed) and/or the support you could give a nominee

Send your completed application form to Adele Towgood by **Sunday 30th July**, atowgood@ppta.org.nz