

APPLICATION FORM FOR NON TEACHING STAFF

To: The Principal, Baradene College of the Sacred Heart

I wish to apply for the position of:

1. **Full name:** Mr/Mrs/Ms/Miss:

(Circle one)

Last Name

First Names

2. If you have recently worked under *another* name please indicate here:.....

3. **Postal address:**

Phone (Home): **(Mobile)**

Phone (Work) **Email:**

4. **Date of Birth:**/...../..... (optional)

5. Certificates, degrees, qualifications or equivalents and diplomas held:

DEGREES, CERTIFICATES, DIPLOMAS	DATE

SUBJECTS/PAPERS PASSED, LEVELS

6. What is your current position and the date of your appointment?

.....

7. Overseas Applicants. If you are applying from outside New Zealand, do you have: (Circle one)

a work permit

permanent residence

temporary visa and no work permit?

Other

8. **Work Experience or Other Relevant Experience.**

Please give details in *date order* of previous work experience and length of service.

Include all Positions of Responsibility.

POSITION	WORKPLACE	PRINCIPAL RESPONSIBILITIES	STARTED	FINISHED

9. Please list the names, addresses, telephone contact numbers and email address of three referees.
State the capacity in which they know you.

a. b. c.

.....

.....

.....

Phone (w):

Phone (h):

Capacity:

Email:

10. Health and medical background

Have you ever had time off work for a back injury? YES / NO

If yes, please provide the details.

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Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? If yes, please provide details.

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Have you experienced any overuse injury symptoms, eg numbness, pins and needles, pain, weakness? YES / NO

If you have a computer at home, how many hours a week would you spend on it?

Do you smoke? YES / NO

Do you have any allergic reactions? YES / NO If yes, please provide details:.....
.....

Do you agree to a medical examination if required? YES / NO

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the board's workplace accident insurer.

DECLARATION:

Have you ever been convicted of an offence against the law apart from summary offences?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes , please provide date and details of offence on a separate sheet. You may be asked to provide a copy of the relevant court records available from the Registrar of the Court concerned.	

PRIVACY ACT 2020

I agree to Baradene College or its agents approaching my referees and my present or previous employer for a statement of my abilities and my contribution to the school, in relation to this application. I agree that they may also contact other persons who may have personal information relevant to this application.

I acknowledge that if I am the successful applicant, my CV, associated documents and my referees reports will be retained in my file by the College.

The appointment will be subject to confirmation of all information through the provision of original documentation – that is birth certificates, qualifications and transcripts, passport details/residency certificate if applicable.

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Applicant's signature Date

I have attached the following: My CV: ☐ Other documents (photocopies only): ☐



The Character of a Catholic School

Brief Statement for the Information of Staff

This statement is to be read in association with the school charter, a copy of which is available from the school.

The special character of a Catholic school is defined in the Integration Agreement as follows:

“The school is a Roman Catholic school in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese.”

Any person applying for a position in a Catholic school needs to understand the commitment this involves.

1. All staff members, whether Catholic or not, are part of this ‘whole school community’. Each staff member is therefore expected to use his or her specific skills to achieve the purposes of the school.
2. A Catholic school assists the Church in its mission. It does this by helping its pupils to become complete persons, that is to say persons with knowledge, faith and norms of living which are harmonised.
3. All subjects are taught for their own value and with their own objectives. Catholics believe in the value of all human knowledge as it is part of God’s truth.
4. The Religious Education programme is an integral part of the curriculum. The principles, truths and ethics of that programme permeate whatever the school does. The focal point of the whole school is Christ. The pupils are taught that God is creator, that Jesus Christ is God-made-man, that their ultimate goal is heaven; that authority to teach and interpret God’s revelation was entrusted to the Church and is exercised by the Pope and Bishops. The school as a whole subscribes to the Apostles’ Creed which is the oldest of the formulas used by the Christians to express their faith. It accepts the two-fold commandment of Christ, love of God and neighbour and the other values expressed by Christ as norms of living.
5. No staff member will be required to act against their own conscience or personal philosophy of life. That would be unchristian and contrary to the aims of the school.

However, in accepting a position at a Catholic school it is assumed that the staff member realises that;

- a) Staff work as a team. Therefore all staff are expected to contribute, according to their individual strengths and within their personal convictions, to the total purpose of the school. No school can operate successfully if any staff member undermines the efforts of others.
- b) Staff members are role models. A school community rightly expects staff members to act so as to be appropriate models for its children. Conduct by a staff member which would give the school community grounds for thinking that the staff member's attitude is antagonistic to the special character of the school would not only be unprofessional, it could damage or even destroy that staff member's effectiveness.

6. New staff will find senior staff willing to assist them in gaining a fuller understanding of the school and its special character and in solving any difficulties that may arise in the course of their duties. In addition the following will be found helpful. Copies will be found in the staff room or school library:

We Live and Teach Christ Jesus – NZ Catechetical Directory; NZ Catholic Bishops' Conference 1974

The Catholic School: Congregation for Catholic Education, 1977.

Lay Catholics in School: Witnesses to Faith; Congregation for Catholic Education, 1982.

The Religious Dimension of Education in a Catholic School;
Congregation for Catholic Education, 1988.

The Church's Confession of Faith: A Catholic Catechism for Adults; German Bishops' Conference. St Ignatius Press, 1987 (San Francisco).

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Applicant/Staff Member

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Principal

.....
Date

This form is to be signed and returned with the Application Form.