Baradene HR

Application Form for Non-Teaching Staff

PERSONAL DETAILS

Position Applying for:

Full Name of Applicant

Address

Phone | Email

Date of Birth | Religion

Which applies to your situation (*Tick one)*

A New Zealand Citizen ☐ Permanent Residence ☐ Current Work Permit ☐ Other ☐

Are you legally entitled to work in NZ and in possession of a valid work visa? Yes ☐ No ☐

Where appropriate please attach evidence of eligibility to work in NZ / Any additional comments:

EDUCATION DEVELOPMENT AND EMPLOYMENT HISTORY

TERTIARY EDUCATION COMPLETED

DEGREES, CERTIFICATES, DIPLOMAS	NAME AND LOCATION OF INSTITUTION	DATE

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 / RESPONSIBILITIES	WORKPLACE	DATE

HEALTH

This role requires you to carry out the duties outlined in the position description. Do you have any condition or situation that may affect your ability to safely and effectively perform these duties?

Yes ◯ No ◉

Are you aware of any condition that could be aggravated by the tasks required in this role?

Yes ◯ No ◯

If yes to either of the above, please provide details:

Any information you provide will be treated confidentially and will only be used to assess your ability to perform the role and to identify any reasonable support or accommodations if required.

CONVICTIONS AGAINST THE LAW

Have you ever been convicted of any offence against the law (Apart from minor traffic convictions) Yes ☐ No ☐

Have you ever received a police diversion for an offence? Yes ☐ No ☐

Have you ever been discharged without a conviction for an offence? Yes ☐ No ☐

Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of license or imprisonment? Yes ☐ No ☐

Are you awaiting sentencing or do you have charges pending? Yes ☐ No ☐

Have you ever been the subject of any concerns involving child safety? Yes ☐ No ☐

In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? Yes ☐ No ☐

If YES to any of the above 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.
A Board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Children's Act 2014.

EMPLOYMENT DISCLOSURE

Have you ever been terminated from a previous school?	Yes ☐	No ☐
Have you ever resigned from a school during an investigation?	Yes ☐	No ☐
Have you ever been, or are currently under investigation or subject to disciplinary action by the Teaching Council or any other professional regulatory body?	Yes ☐	No ☐

REFEREES

For the purpose of compliance with the Privacy Amendment Act 2025, do you consent to the school contacting your past or present employers or other referees for the purpose of reference checking?

Yes ☐ No ☐

Please give details of referees that you authorize us to contact. At least two of these must be known to you in a work-related capacity.

Name: _____ Phone Number: _____

Email: _____

Position Held: _____

Capacity in which you have known this person: _____

Name: _____ Phone Number: _____

Email: _____

Position Held: _____

Capacity in which you have known this person: _____

Name: _____ Phone Number: _____

Email: _____

Position Held: _____

Capacity in which you have known this person: _____

DOCUMENTATION AND PROOF OF IDENTITY

Please enclose ONLY COPIES of original documents. Please provide two types of proof of identity (e.g. Passport and drivers license) and attach to this application.

PRIVACY OF PERSONAL INFORMATION

The information collected in this application form is for the purpose of assessing your suitability for employment at Baradene College of the Sacred Heart. This information will be held by the College and will be accessible only to those staff involved in the recruitment process. You have the right to access, and to request correction of, any personal information held about you in accordance with the Privacy Act 2020 (and its ammendments).

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.

DECLARATION

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.

Signature: _____ Date: _____

PRIVATE BAG 28906, REMUERA, AUCKLAND 1541, 237 VICTORIA AVE, REMUERA, AUCKLAND 1050
TELEPHONE 09-524 6019 - EMAIL: employment@baradene.school.nz

Statement of Expectations for Staff of a Catholic school

The Catholic Church has developed an international network of schools which, with all their diversity of culture and language, are a Catholic faith community within the wider faith community of the Catholic Church, including parish, diocese, and universal Church. Therefore, the Catholic school's mission is aligned with that of the Church:

- To share the Gospel message of Jesus Christ[1] and so bring about the reign of God, sharing and living the love of God shown in the words and actions of Jesus Christ to create a world of tika, pono, and aroha.

Catholic schools have been established to promote the strong character formation of young people based on Gospel values and Christian virtues by providing a quality education within the context of the Catholic faith[2]. In doing so, they support young people's spiritual journey hīkoi wairua and pass on the faith to the next generation.

The Catholic school exists within Aotearoa New Zealand as a state-integrated school with a special character. This special character is defined in the school's 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.

Each Catholic school is unique in terms of history of place; whakapapa, including its founding religious congregation's or patron's charism[3], and mana whenua, so the expression of its Catholic special character will vary. A person applying for a position in a Catholic school needs to understand the commitment this involves as follows:

- All staff, whether Catholic or not, are part of the whole school community. Each staff member is therefore expected to use their specific strengths and skills to support the mission of the school.
- The Catholic school educates for the strong formation of young people based on Gospel values and Christian virtues by providing an education within the context of the Catholic faith.[4]
- The curriculum and specific subjects are taught for their own value and with their own objectives. In doing so, a Catholic school seamlessly weaves a religious dimension, particularly a Catholic worldview, across all it teaches, models and practices.
- The Religious Education programme is an integral part of the curriculum. It is specific education in a body of religious knowledge, skills and values which forms a major part of the wider school curriculum and provides a learning platform from which the living-out of faith in families and the parish community may be understood and embraced.[5]

Students learn:

- Te Atua (God) is Father, Son and Holy Spirit, in relationship with humanity and all of creation.
- Te Rongopai (Good News) reveals this relationship through sacred scripture and the Tradition of the Church.
- A Tātou Whakapapa (Our Story) connects the rich story of the Church with our own stories.
- Being Church involves developing understanding of discipleship, virtues, values, and morality.
- Grace, holiness, wisdom, justice, and prayer permeate Catholic teaching and play a significant part in each person's spiritual journey.

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[1] Jesus was given the title Christ or Messiah, meaning anointed one in the New Testament of the Bible as he is chosen by the Holy Spirit to bring about God's Kingdom.

[2] Congregation for Catholic Education, *The Catholic School*

[3] An extraordinary spiritual gift from God, to serve God and others.

[4] Ibid

[5] National Centre for religious studies (2021) *To Tātou Whakapono Our Faith* (p.8)

The school subscribes to the Apostles' Creed, the oldest of the formulas used by Christians to express their faith. It accepts the twofold commandment of Jesus Christ—to love God and neighbour—and the other values expressed by Jesus Christ as norms for living. The focal point of the whole school is Jesus Christ.

No staff member will be required to act against their own conscience or personal philosophy of life. Such a requirement would not be in keeping with Catholicism and is contrary to the aims of the school.

However, in accepting a position in a Catholic school it is assumed that staff members realise that:

- 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 positive efforts of others.
- Staff are expected to recognise and respect the school's Catholic special character and be actively involved in the total life of the school, in a manner which respects the religious instruction given and religious observances practised within the school, irrespective of their personal beliefs.
- In schools with a defined charism, staff are also expected to recognise and respect that charism.
- Staff are role models for students, colleagues, and parents/caregivers in respecting and (subject to personal conscience and beliefs), living the mission and values of the school.
- Staff who do not profess Catholicism are expected to recognise and respect the Catholic special character of the school, and to refrain from doing or saying anything in connection with performing their role within the school that would undermine or inhibit the school's ability to provide education with a Catholic special character.
- Staff are expected to read and abide by the *Principles of Commitment for Staff in Aotearoa New Zealand Catholic Schools* (NZCEO 2023)

New staff will find others who are willing to assist them in gaining a fuller understanding of the school and its Catholic special character, and in solving any difficulties that may arise in the course of their work. In addition, the following resources will also be helpful:

- The school's strategic plan
- *The Philosophy of Catholic Schools in New Zealand* (NZCEO, 2014)
- *The Catholic Education of School-Age Children* (NZ Catholic Bishops Conference, 2014)
- *Sharing the Gospel Today: NZ Catechetical Directory* (NZ Catholic Bishops Conference, 2012)
- *To Tatou Whakapono: Our Faith Religious Education Curriculum for Catholic Schools in Aotearoa New Zealand* (National Centre for Religious Studies, 2022)
- *The Declaration* (NZ Council of Proprietors of Catholic State-Integrated Schools, 1997 revised 2007))
- *The Catholic School* (Congregation for Catholic Education, 1977)
- *Lay Catholics in Schools: Witnesses to Faith* (Congregation for Catholic Education, 1982)
- *The Religious Dimension of Education in a Catholic School* (Congregation for Catholic Education, 1988)
- *The Catholic School on the Threshold of the Third Millennium* (Congregation for Catholic Education, July 1998)

I agree to uphold the expectations outlined in this document:

Name:		Date:	
Signature:		Principal:	