



SANCTA MARIA COLLEGE

INFORMATION FOR APPLICANTS

Thank you for applying for the **Years 7 & 8 Core Teacher** position at Sancta Maria College.

1. Please complete this form personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a **curriculum vitae** containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached as well as a current Practising Certificate. If successful in our application, you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence and
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) and
 - The offence was not a specified offence (specified offences are in the main sexual in nature) and
 - You have paid any fine or costs

Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

6. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 1993.
7. CVs provided from non-successful applicants will not be returned, unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointments process is completed and then be destroyed.
8. We will only be able to contact the candidates chosen for an interview. All other applicants will be contacted and informed about the outcome after the appointment process has been completed.
9. Shortlisted candidates will be required to request referees reports from three referees. The report template will be emailed to you by the Senior Leader. It is the responsibility of a shortlisted candidate to contact referees and provide them with a copy of the report and the information they need in order to complete and return it.
10. All information received will be confidential to the Sancta Maria College Board of Trustees Appointments Committee.



APPLICATION FORM

Year 7 & 8 Core Teacher

PO Box 64437, Botany, Auckland 2163
w: www.sanctamaria.school.nz
e: admin@sanctamaria.school.nz
ph: 09 274 4086

Please complete all details and send with a copy of your Curriculum Vitae, covering letter and teaching qualifications / certificates to:
Theresa Ganius, Sancta Maria College, PO Box 64437, Botany, Auckland 2163
or email to: T.Ganius@sanctamaria.school.nz
By Friday, 03 August 2018 at 4:00pm

This application form is a source of information that will be used by Sancta Maria College to assist it in considering your suitability for the position of **Year 7&8 Core Teacher at Sancta Maria College**. Following completion of this appointment, information relating to the successful applicant/s shall form part of the school's personnel records and will be held at the school. Information relating to unsuccessful applicants will be destroyed upon confirmation of the appointment.

GENERAL INFORMATION:

Full Name: _____

Address: _____

Contacts: Home Phone: (0) _____ Mobile Phone: (0) _____

Work Phone: (0) _____ Email: _____

TEACHING STAFF ONLY:

Teacher Registration Number: _____ Expiry Date of your Practising Certificate: ___/___/___

OTHER INFORMATION:

Nationality / Citizenship: _____

Are you legally entitled to work in New Zealand? **YES** **NO**

Please indicate your entitlement: **Resident Visa** **Work Permit**

Do you have a full current New Zealand driver licence: **YES** **NO**

PRESENT EMPLOYER:

Name of present employer: _____ Address: _____

Position: _____

School / Institution: _____ Email: _____

Position held: _____ Work Phone: (0) _____

Date commenced: _____ Other Phone: (0) _____

For the purpose of compliance with the Privacy Act 1993, do you consent to Sancta Maria College contacting your present employer for the purpose of reference checking? **YES** **NO**



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REFEREES:

Name: _____ Home Phone: (0) _____
 School / Institution: _____ Work Phone: (0) _____
 Position: _____ Mobile Phone: (0) _____
 Address: _____ Email: _____

Name: _____ Home Phone: (0) _____
 School / Institution: _____ Work Phone: (0) _____
 Position: _____ Mobile Phone: (0) _____
 Address: _____ Email: _____

Name: _____ Home Phone: (0) _____
 School / Institution: _____ Work Phone: (0) _____
 Position: _____ Mobile Phone: (0) _____
 Address: _____ Email: _____

TERTIARY EDUCATION QUALIFICATIONS

Institution attended	Year	Qualifications attained	Date awarded



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EMPLOYMENT HISTORY (list all schools/ institutions and positions – last 10 years only):

Position	Salary Scale	School	Date from	Date to

PROFESSIONAL MEMBERSHIP/S

Please give details below:



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DECLARATIONS

MEDICAL / HEALTH

Do you have any injury or illness that may affect your ability to effectively carry out the duties and responsibilities outlined in the job description? YES NO

If yes, please provide the details below:

Do you have or have had any other known physical or psychological condition that may affect your ability to carry out the duties and responsibilities outlined in the job description? YES NO

If yes, please provide the details below:

Do you suffer or have ever suffered from any illness or disability that you would like the Board of Trustees to know about (e.g. asthma, diabetes, high blood pressure)? YES NO

If yes, please provide the details below:

Do you agree to undertake 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.

Date:

Signature:



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CHILD SAFETY (VCA)

Have you ever been convicted of a Safeguarding offence? YES NO

If yes, please provide the details below:

Have you ever been the subject of any concern(s) or a complaint(s) involving child safety during your employment history? YES NO

If yes, please provide the details below (please include details of how you responded to it too):

The Board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to schedule 2 offences.

CONVICTIONS

Have you ever been convicted of any criminal offence (other than a minor traffic offence)? YES NO

If yes, please provide* the date and details of the offence(s), the penalty, or reason, together with any comments you may wish to make below (or on a separate sheet):

**Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.*

Failure to provide correct and true details of any conviction(s) or other reason(s) for possible unsuitability, will make you liable to dismissal from the employment of Sancta Maria College Board of Trustees should you be the successful applicant.

Are you currently awaiting sentencing or the hearing of any charges? YES NO

If yes, please provide the details below:

Have you ever received a police diversion for an offence? YES NO

If yes, please provide the details below:

Have you ever been discharged without conviction for an offence? YES NO

If yes, please provide the details below:



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PRIVACY ACT 1993 / AUTHORITY TO APPROACH OTHER REFEREES (To be ticked and signed by the Applicant)

This Application is submitted with the understanding that any further information given, is for the use of the employer and their **authorized** representatives who may at any time have access to this information.

- I authorise the members of the Sancta Maria College School Appointments Committee or its advisor(s)/ representative, permission to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of **Year 7&8 Core Teacher at Sancta Maria College.**
- I authorise the members of the Sancta Maria College School Appointments Committee or its advisor(s)/ representative, permission to access any information held by Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

DECLARATION (To be signed by the Applicant)

I certify that

- I am registered (or provisionally registered) as a New Zealand teacher.
- I confirm, in terms of the Privacy Act 1993, that I have authorised access to referees.
- I know of no reason why I should not be suitable to work with children/ young people.
- To the best of my knowledge and belief, the information I have supplied in this application form and my CV is true, accurate and correct.
- I understand that if I have supplied any false or misleading information, or any material fact or/and any important information is suppressed or deliberately omitted, I may be disqualified from appointment, or if appointed/employed, my employment will be terminated.

APPLICANT'S SIGNATURE: _____ **DATE:** _____



Special Catholic Character Statement

You and our school's Catholic Character

This statement outlines what "Catholic Character" is, your rights, and your commitment as a staff member of a New Zealand Catholic School

What "Catholic Character" is?

In 1975, the New Zealand Parliament passed the Integration Act (Private Schools Conditional Integration Act), creating a new category of School, an Integrated School. This enabled particular communities to teach the National Curriculum with government funding, while allowing the Special Character of that community to be expressed in the school. For Catholic schools, this Special Character is a Catholic Character. It is defined under this law as the following:

"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 Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese."

The teacher applying for a position in a Catholic school needs to understand the commitment this involves.

Your rights as a staff member of a New Zealand Catholic School.

- 1 **One of Us.** All teachers, whether Catholic or not, are part of this "whole school community"
- 2 **We employ the whole Person.** This school sees you as a complete person, that is to say a person with knowledge, faith and norms of living which are harmonised. We assist the Church in its mission.
- 3 **Your subject is essential.** 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 **Conscience.** No teachers will be required to act against their own conscience or personal philosophy of life. That would be un-Christian, and contrary to the aims of the school.
- 5 **Collegiality.** New teachers will find senior staff willing to assist them in gaining a fuller understanding of the school and its Catholic Character and in solving any difficulties that may arise in the course of their teaching duties.

Your commitment as a staff member of a New Zealand Catholic School

- 1 **Your Skills.** Each teacher is therefore expected to use his or her specific skills to achieve the purposes of the school.
- 2 **Religious Education Programme and Respect.** This 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. All teachers are committed to respecting our core beliefs; 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.
- 3 **Collegiality.** Teachers work as a team. Therefore all teachers 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 teacher undermines the efforts of others.
- 4 **Your example.** Teachers are role models. A school community rightly expects teachers to act so as to be appropriate models for its children. Conduct by teachers must give the school community grounds for thinking that the teacher's attitude is supportive of the Catholic Character of the school. In this context, this will build the teacher's effectiveness.

.....
Name (Please print)

.....
Signature

.....
Date