

## APPLICATION FORM

**To:** The Principal, Baradene College of the Sacred Heart

I wish to apply for the position of .....

1. **Full name:** .....

*Title (Mr, Mrs, Ms, Miss etc)*

*Last Name*

*First Names*

2. If you have taught under *another* name please indicate here.. .....

3. **Postal address:** .....

(Home): ..... (mobile) .....

(Work) ..... Email: .....

4. **Date of Birth:** ..... (optional) 5. **Religion:** .....

6. I am / am not a currently registered teacher. **Registration number:**..... **Expires:** .....

**Category:** full / provisional /subject to confirmation /limited authority to teach.

Include a copy of your Teacher Registration Certificate

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

| DEGREES, CERTIFICATES, DIPLOMAS | DATE |
|---------------------------------|------|
|                                 |      |
|                                 |      |
|                                 |      |
|                                 |      |
|                                 |      |
|                                 |      |

| SUBJECTS/PAPERS PASSED, LEVELS |
|--------------------------------|
|                                |
|                                |
|                                |
|                                |
|                                |
|                                |

8. Which subjects are you able to teach (include levels)?

.....

9. Which co-curricular activities can you actively support?

.....

10. What is your current position and the date of your appointment? State MUs (if applicable)

.....

11. Teacher training. College.....Year(s) .....

12. Overseas Teacher. If you are an overseas trained teacher, do you have: *(Circle one)*

a work permit

permanent residence

temporary visa and no work permit?

Other .....

**13. Teaching Experience.**

Please give details in *date order* of previous teaching experience and length of service.  
Include all Positions of Responsibility.

| POSITION<br>AND MUs | SCHOOL | PRINCIPAL SUBJECTS TAUGHT<br>AND LEVELS | STARTED | FINISHED |
|---------------------|--------|-----------------------------------------|---------|----------|
|                     |        |                                         |         |          |
|                     |        |                                         |         |          |
|                     |        |                                         |         |          |
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|                     |        |                                         |         |          |
|                     |        |                                         |         |          |
|                     |        |                                         |         |          |

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

|            |         |         |         |
|------------|---------|---------|---------|
| Name       | a. .... | b. .... | c. .... |
| Address    | .....   | .....   | .....   |
|            | .....   | .....   | .....   |
|            | .....   | .....   | .....   |
| Phone (w): | .....   | .....   | .....   |
| Phone (h): | .....   | .....   | .....   |
| Capacity:  | .....   | .....   | .....   |
| Email:     | .....   | .....   | .....   |

## DECLARATION:

Have you ever been convicted of an offence against the law apart from summary offences?

Yes

☐

No

☐

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.

In addition to other information provided are there any other factors, medical or otherwise, that we should know to assess your suitability for appointment and ability to do the job?

Yes

☐

No

☐

If **yes**, please elaborate:

## 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, teacher registration, baptismal certificate if Catholic, 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):

☐

Teacher Registration please attach a copy of your teacher registration certificate:

☐

Copy of 2 forms of photo ID (e.g. Driver's licence & Passport)

## Statement of Expectations for staff of a Catholic school

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 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.

Most schools also have a defined charism which may be specified in the school's Integration Agreement. 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 his or her specific strengths and skills to support the mission of the school.
- A Catholic school shares the mission of the Church by developing students with knowledge, faith and values, all of which are in harmony.
- The curriculum and specific subjects are taught for their own value and with their own objectives. Seeking truth, wherever it is found, is fundamental to a Catholic school.
- The Religious Education programme is an integral part of the curriculum. The principles, truths and ethics of this programme permeate the whole life of the school. The students are taught that:
  - God is creator
  - Jesus Christ is God-made-man
  - Humankind's ultimate goal is heaven
  - Authority to teach and interpret God's revelation was entrusted to the Church by Christ, and is exercised by the Pope and the Bishops.

The school 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 for living. The focal point of the whole school is 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 support, uphold and be actively involved in the total life of the school and its special character irrespective of their personal beliefs.
- Staff are role models for students, colleagues, parents/caregivers in living the mission and values of the school.
- Staff who do not profess Catholicism are expected to promote the Catholic Character of the school, and to refrain from doing or saying anything that would be antithetical to the school's Catholic Character.
- Staff are expected to abide by the Code of Ethics for Staff and Boards of New Zealand Catholic Schools.
- In schools with a defined charism staff are also expected to uphold that charism.

New staff will find others who are 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 work. In addition, the following resources will be helpful:

- The Catholic Education of School-Age Children (NZ Catholic Bishops Conference, 2014)
- Sharing the Gospel Today: NZ Catechetical Directory (NZ Catholic Bishops Conference, 2012)
- Catechism of the Catholic Church (June 1994)
- Religious Education Curriculum Statement for Catholic Primary Schools in Aotearoa New Zealand (NCRS, 1996)
- Understanding Faith: Religious Education Curriculum for Catholic Secondary Schools Year 9–13 Aotearoa New Zealand (NCRS, revised 2010)
- The Declaration (New Zealand 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 Church's Confession of Faith: A Catholic Catechism for Adults (German Bishops' Conference, St Ignatius Press, 1987, San Francisco)
- 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.

Applicant/Staff member:

.....

Principal:

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Date: .....