



BOARD OF TRUSTEES

SUMMARY OF APPLICATION FOR APPOINTMENT TO A TEACHING POSITION AND DECLARATION FORM

Please complete this summary and attach it with your C.V.

POSITION APPLIED FOR: Deputy Principal

NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

YEARS/PLACE OF TEACHER TRAINING: _____

ACADEMIC QUALIFICATIONS:

TEACHING SERVICE (most recent positions):

SCHOOL/COLLEGE	YEARS	POSITIONS HELD

BREAKS IN TEACHING SERVICE YEARS/REASON:

WORK EXPERIENCE (other than teaching):

HIGHLIGHTS FROM YOUR TOTAL WORK EXPERIENCE:

THREE KEY POINTS FROM YOUR EDUCATIONAL PHILOSOPHY:

EXPERIENCE WITH REGARD TO SPECIAL CHARACTER OF CATHOLIC SCHOOLS:

EXTRA CURRICULAR INVOLVEMENT:

PERSONAL INTERESTS AND ACTIVITIES:

REFEREES (You may wish to nominate the names, addresses and contact phone numbers of Referees - minimum two)

1 NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

MOBILE NUMBER: _____

2 NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

MOBILE NUMBER: _____

3 NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

MOBILE NUMBER: _____

DECLARATION (This declaration must accompany the application form.)

REFEREE'S REPORTS

I agree to the referee's reports/referees provided to Campion College Board of Trustees being used for the purposes of considering my suitability for the position.

I also agree that the Board may make further verbal or written inquiry from the referees provided and my present and previous employer(s).

Applicant's Signature: _____ **Date:** _____



CONVICTIONS AGAINST THE LAW/UNSUITABILITY FOR THE POSITION

Have you ever been convicted of any offence against the law (apart from minor traffic convictions), or otherwise know of any reason why you should not be employed to work in the school environment? **YES/NO**

If you have answered 'Yes', please provide the date and details of the offence, or other reasons together with any comments you may wish to make.

Please note: you may be asked to provide a copy of the relevant Court record(s) available from the Registrar of the Court concerned. Failure to provide correct and true details of any convictions will make you liable to dismissal from the employment of the Board of Trustees, should you be a successful applicant.



I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified.

Applicant's Signature: _____ **Date:** _____

TEACHER REGISTRATION - Please provide details of your current Teacher Registration:

Status: _____

Teacher Registration Number: _____ MOE Number: _____

I accept that if I have misrepresented my qualifications, experience or expertise during the application and appointment process then this could be grounds for dismissal during the period of my employment.

Applicant's Signature: _____ **Date:** _____



REFEREE'S REPORT

Applicant's Name: _____

Position Applied for: Deputy Principal

Name of Referee: _____

Address of Referee: _____

The applicant has applied for a teaching position at Campion College and has named you as a confidential referee. Please write your comments on this form. Your comments are confidential to those making the appointment and will be used for evaluation purposes only. When the appointment is made this report will be destroyed. Please forward the completed form to me at the below address by: **Monday 3 March, 2020**. Please also supply telephone contact details as I may wish to contact you, as a referee for the applicant, prior to an appointment being made.

Thank you for your willingness to assist.

Paul McGuinness
PRINCIPAL



1 Knowledge of Applicant: For how long have you known the applicant and in what circumstances?

2 Personal Qualities: These may include bearing, appearance, sense of humour, social conduct, sensitivity, sense of industry, relationship with others, personality, initiative, leadership potential.

3 Teaching Performance: Strengths and weaknesses as a classroom teacher, planning and preparation, subject knowledge, teaching of seniors, juniors and students with special needs, working with colleagues.

4 Administrative and Organising Ability: Resource development, professional development, organization of departmental activities, curriculum development and administrative.

5 Leadership: Contribution to subject teaching associations, school cultural and sporting activities, community affairs, school and management committees.

6 General: Your overall assessment of the applicant as a candidate for this position. Include strengths and any reservations you may have and rate the applicant on previous performance and potential.

7 For the following personal qualities and teaching abilities please rate (tick) the applicant on a 1 to 6 scale (1 is the HIGHEST rating that can be given; 6 indicates that this area is not emphasized or evidenced by the applicant).

	Highest Rating 1	2	3	4	5	Not Evidenced 6
Self-motivation						
Enthusiasm						
A love of young people						
Adaptability						
Reflective listening						
Positive interpersonal skills						
Integrity						
Sound judgement						
Optimism						
Inclusive decision making						
Exhibits curriculum expertise						
Exhibits strong pastoral care abilities for students						

Comments: _____

Signature of Referee: _____ **DATE:** _____

Phone Number: _____ **Work:** _____

Mobile: _____ **Home:** _____

Please send completed referees form, marked confidential to:

Paul McGuinness (Principal)
PO Box 1151
Gisborne 4040

or email to

principal@campioncollege.school.nz

Yours sincerely

Paul McGuinness
PRINCIPAL
06 867 9309 ext 210
027 CAMPION
027 2267 466

S65 (S464) FORM

Education Act 1989, Section 464

(Previously – Private Schools Conditional Integration act 1975, Section 65)

APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

A. POSITION BEING APPLIED FOR

Position: Deputy Principal
School: Campion College
Address: 41 Campion Road, PO Box 1151, Gisborne 4040

B. PERSONAL

First Names:
Surname:
Address:
Religion:
Telephone Number Day: Evening:
e-mail:

C. PARISH

1.0 Are you a member of a Catholic parish community? Yes No

If yes, name and address of parish:

2.0 Are you involved in parish ministry? (eg. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy) Yes No

If yes, name of Ministry or Service

D QUALIFICATIONS OR COURSES IN RELIGIOUS EDUCATION AND/OR THEOLOGY (See Notes)

Qualification/Course Attended (Include your Certification for Teachers in Catholic Schools if applicable)	Institution and Year

Duplicate and attach relevant CV material or certificates etc as appropriate.

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training? Yes No

If yes, name and address of school(s):

E. PREVIOUS TEACHING EXPERIENCE RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL

Position	School	Year Level	From	To

F. OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)

G. CATHOLIC CHARACTER REFEREES Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See note on referees.)

1	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			
2	Name		Phone: Day	
	Address		Night	
			Cell	
	Email			

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of Education Act 1989, Section 464 to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed: Date:

S65 FORM [Private Schools Conditional Integration Act 1975, Section 65]
**APPLICATION FOR A POSITION IN AN INTEGRATED SCHOOL
RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (S65)**

What is a S65 (Tagged) Position?

1.0 A S65 (tagged) position is one for which “**a willingness and ability to take part in religious instruction appropriate to [the] school shall be a condition of appointment.**” (Private Schools Conditional Integration Act, Section 65).

2.0 The Proprietor of the school has a responsibility to ensure that the school’s Special Catholic Character is maintained, and S65 positions are an integral element in this.

3.0 The Catholic Church describes these positions as a Ministry within the Church. A Ministry is an office in the Church to which a person is called by the Church community to serve that community – in this case the ministry of religious instruction. Therefore such a person needs to be baptised and part of the Catholic faith community.

4.0 “Religious instruction” is rather more than Religious Education teaching. It implies the ability to support the Catholic religious life of the school by many specific actions, and by providing a personal example of what it means to be a Catholic. It does not necessarily mean that you will teach Religious Education, although in a primary school you would normally do so.

5.0 By law, the Board of Trustees of a primary school is legally bound to appoint only from a list of applicants **acceptable** to the Proprietor of the school acting in its statutory role. For secondary school positions **acceptability** is established by the appointments committee of the school. Once acceptability has been established, the Board of Trustees considers the information on this form together with the application in order to assess an applicant's **suitability** for the position.

What is Acceptability for the Position Being Applied For?

Assessing Acceptability

When assessing the acceptability of a teacher being considered for a S65 appointment with responsibility for religious instruction in a Catholic school, the following qualities are sought:

1.0 Response to a Call

Teachers with a responsibility for religious instruction respond to a call to share in the work of the Church. They should be willing to give their time and talent, not only to students, but to their own continued growth and understanding in their faith.

2.0 Witness to the Gospel

Such teachers need to be committed to Jesus Christ, and to have an aptitude and ability to communicate the gospel message. They are people of prayer and reflection, and individuals who witness to a life of faith.

3.0 Commitment to the Church

They represent the Church and so they need to be in communion with the Church and the Bishop of their diocese. They test and validate their faith understanding and insights in the light of the gospel message as presented by the teaching authority of the Church.

4.0 Involvement in the Community

They are called to foster the concept of Christian community that people can experience in practice. A Christian community is nurtured especially through sharing in the Eucharist. Teachers holding tagged positions normally experience unity with the Catholic Church through frequent participation in the celebration of the Eucharist within the Catholic community. They also seek to co-operate with other parish leaders in making the parish itself a focal point of community in the Church.

5.0 **Servant of the Community**

They are committed to serving the Christian community, particularly in their parish and in the community at large. Such service means not only responding to people's needs when asked to do so, but also taking the initiative in seeking to identify the needs of individuals and groups in the community, and then encouraging students to do the same.

6.0 **Knowledge, Skills and Abilities**

They seek to acquire the knowledge, skills and abilities to communicate the gospel message effectively. They are required to have a solid grasp of Catholic doctrine and worship, familiarity with Scripture, to have good teaching skills and a general appreciation of the curriculum requirements appropriate to the position. They also demonstrate an appreciation of the most suitable ways of communicating the teaching of Jesus Christ to others at their level of understanding and according to their life situations and their social and religious backgrounds.

7.0 **Suitability for the Particular Position**

They show a level of commitment and knowledge appropriate to the particular position.

Important information about the form you will fill in

It is important to fill out this form as clearly and thoroughly as possible, even if that means repeating material included elsewhere in your application, because this form and the information it contains is used to determine **acceptability**. In the case of a primary school appointment this form is the only information the Proprietor has available in order to determine acceptability.

Section D: **Qualifications in Religious Education.** Please include your **Certification*** details (if relevant), and any degrees or diplomas in Religious Education, or related subjects; the institution that granted these, and the year of graduation. Include qualifications in Catechetical Studies, Theology, Christian Family Life Education, any relevant pre-service and in-service courses you are currently undertaking or have completed. Even if the position does not include teaching Religious Education you may have details to record.

Section F: **Other Qualifications and Experience.** You may include any in-service courses relating to Religious Education and/or courses for personal development, such as scripture studies, which were not covered in Section D. You may also include your involvement in parish or Church groups or other organisations. Please add any other qualifications, training or experience you consider relevant to Catholic Character.

S65 referees may be asked to attest to the qualities and/or qualifications recorded in this form. At least one such referee must be your parish priest (or parish pastoral leader) or a priest recently known to you who can judge whether you fit the criteria for a teacher in a tagged position. It is prudent to obtain agreement from your referees before nominating them.

.....

***Certification for Teachers in Catholic Schools:** Certification (formerly accreditation) is the means by which teachers are recognised for their professional preparation in taking faith-leadership roles in the Catholic school. Diocesan Catholic education offices can explain the course work and levels of certification available to teachers.

N.Z.C.E.O.

February 2010



The Character of a Catholic School BRIEF STATEMENT FOR THE INFORMATION OF TEACHERS

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 Bishop of the Diocese.”

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

- 1** All teachers, whether Catholic or not, are part of this “whole school community”. Each teacher 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 harmonized.
- 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 accept the two-fold commandment of Christ, love of God and neighbour and the other values expressed by Christ as norms of living.

- 5 No teachers 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 in a Catholic school it is assumed that the teacher realizes that:
- A) 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.
 - B) Teachers are role models. A school community rightly expects teachers to act so as to appropriate models for its children. Conduct by a teacher which would give the school community ground for thinking that the teacher's attitude is antagonistic to the special character of the school would not only be unprofessional, it could damage or even destroy that teacher's effectiveness.
- 6 New teachers will find senior staff and the Director of Religious Studies in particular 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 teaching duties.

SIGNED: _____ **DATE:** _____
TEACHER

SIGNED: _____ **DATE:** _____
PRINCIPAL