

ST DOMINIC'S COLLEGE
TEACHING POSITION APPLICATION



(CONFIDENTIAL - To be completed personally by Applicant)

APPLICATION FOR EMPLOYMENT

Note: The completion of this form does not indicate that there is any obligation on the School to engage the applicant.

PURPOSE:

This information is collected for the purpose of assessing your suitability for employment at St Dominic's College which may include subsequent changes in employment with the School.

(Please Print)

POSITION APPLIED FOR _____ **DATE** _____

YOUR NAME Mr Mrs Ms Miss Dr

Surname: _____

Given Names: (Underline name used) _____

Are you known by any other name(s) _____

Give details: _____

**YOUR CONTACT
DETAILS**

Number and Street _____

Suburb and Town _____

Home Phone No _____ Work Phone No _____

Email _____ Mobile Ph: _____

RESIDENT STATUS

Are you a citizen of New Zealand? Yes/No

If **Yes** can you produce evidence if required? Yes/No

If **No** do you have the right of permanent residence? Yes/No

If **No** do you have a work permit? (Production of a
Passport is required for verification.) Yes/No

Are you an assisted immigrant under bond to the
Government or any other employer? Yes/No

If **Yes** do you have the authority to accept other work? Yes/No

QUALIFICATIONS

**Certificates, Degrees
Diplomas, other**

Subjects or papers passed; Levels

Date Completed[illegible]

Can you speak any language other than English?

TEACHER REGISTRATION (Please attach all relevant and current documents).

NZ Registration: Number _____ Expiry Date: _____

TEACHING SERVICE - details in date order, separate sheet if necessary

[illegible]

PRESENT EMPLOYMENT (complete (a) (b) or (c))

(a) Teaching position held

Tenure	Date Appointed
Permanent	
Part Time	
Relieving	
Other (Specify)	

(b) Non Teaching position held

Tenure	Date Appointed
Permanent	
Part Time	
Relieving	
Other (Specify)	

(c) Other occupation (if not employed)

Have you ever worked in this School before?

Yes/No

If **Yes** when and in what capacity _____

Do you have secondary employment?

Yes/No

If **Yes**, please detail _____**REFEREES (For Special Character and Management Positions see attached sheets)**

Give name, address and telephone numbers of at least two referees. (Preferably from where you have worked.)

Name**Position****Address****Phone No**

If your application is accepted when could you commence employment _____

I consent to the School seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the School for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the School is supplied in confidence as evaluative material and will not be disclosed to me.

Yes/No

If **Yes** _____ Signature Date _____

APPOINTMENT TO SPECIAL CHARACTER POSITIONS

Applicants for any position which is tagged as a special character position are asked to complete the **S Form** which is attached.

APPOINTMENT TO SENIOR POSITIONS AND MIDDLE MANAGEMENT POSITIONS

Applicants for senior or middle management positions are asked to nominate three referees in the space below and to forward the enclosed forms to the referees.

IT IS THE RESPONSIBILITY OF THE APPLICANT to ensure that these reports are received by the St Dominic's College Board of Trustees by the stated date for the position.

Name: _____	Name: _____	Name: _____
Address: _____ _____ _____	Address: _____ _____ _____	Address: _____ _____ _____
Position: _____ _____ _____	Position: _____ _____ _____	Position: _____ _____ _____
Ph No: _____	Ph No: _____	Ph No: _____
Mobile: _____	Mobile: _____	Mobile: _____
Email: _____	Email: _____	Email: _____

Your application will be acknowledged by the St Dominic's College Board of Trustees in due time.
Please send your completed application to:

The Secretary
St Dominic's College Board of Trustees
29 Rathgar Road
P O Box 21.123
Henderson 0612
AUCKLAND

YOUR REPORT IS CONFIDENTIAL TO THE BOARD OF TRUSTEES AND/OR TO THOSE INVOLVED IN THE SELECTION PROCEDURE.

Applicants are asked to read the attached sheet Appendix 3 "The Character of a Catholic School Brief Statement for the information of teachers" and to sign as an agreement that they will uphold the Special Character of St Dominic's College Auckland in the space provided on the final page.

GENERAL

Have you been convicted of a criminal offence? Yes/No

Are you awaiting the hearing of charges in a civil or criminal court of law? Yes/No

Do you have a current drivers licence? If Yes, Licence Number _____ Yes/No

Do you have a spouse, partner, relative or household-member working here or elsewhere in the education industry? Yes/No

If **Yes**, who? _____ where? _____

What transport arrangements do you have to attend your place of employment?

What are your interests/hobbies/sports/clubs or community activities?

Are you allergic to, or have any sensitivity to any substances or chemicals? Yes/No

Do you have any hearing disability? Yes/No

Have you ever suffered from a back injury requiring time off work? Yes/No

Have you claimed accident compensation in the first twelve months (give details)

State any serious injury or illness you have suffered that may affect your ability to effectively carry out the functions and responsibilities of the position applied for _____

Do you have any other know condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for? Yes/No

If **Yes**, please detail _____

In your past employment have you been exposed to:

- . Noise
- . Asbestos
- . Heavy metals
- . Solvents
- . Skin irritants
- . Infectious material?

If **Yes**, please detail _____

Do you consent to the School retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with this school in the future?

Yes/No

DECLARATION

I _____ (full name) declare that to the best of my knowledge the answers in this application are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC.

Signed: _____ Date: _____

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 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, and determined from time to time by 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 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 commandments 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 realises that:

- a. Teachers work as a team. Therefore all teachers are expected to contribute, accordingly 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 be appropriate models for its children. Conduct by a teacher which would give the school community grounds 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 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. 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 Schools: 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).

I have read **Appendix 3 "The Character of a Catholic School Brief statement for the Information of Teachers"** and I agree to uphold the Special Character of St Dominic's College should I be appointed to the position applied for.

SIGNED: _____ DATE: _____