



**NEW ZEALAND SEVENTH-DAY ADVENTIST SCHOOLS ASSOCIATION**

## **JOB APPLICATION**

**FOR APPOINTMENT TO A TAGGED POSITION  
New Zealand Seventh-day Adventist School**

**ROTORUA SEVENTH-DAY ADVENTIST SCHOOL**

**INCLUDES \*PROPRIETOR'S SPECIAL CHARACTER FORM**

## IMPORTANT NOTES FOR APPLICANTS

This form is to be completed by all persons applying for a tagged teaching position in a Seventh-day Adventist School.

The Education Act 1989, Part 33 requires Proprietors of State Integrated Schools to approve applicants in terms of their acceptability to fill positions because of the Special Character of the School. Acceptability is determined by the Proprietor prior to the Board of Trustees making an appointment.

Thank you for applying for a position at a Seventh-day Adventist school. Please ensure you have a copy of the job description before completing this application.

1. **Tagged Positions:** All *teaching positions* (including Principal) at a Seventh-day Adventist school are tagged under the School's Deed of Integration Agreement. The advertisement for this position stated that "*a willingness and ability to take part in religious instruction appropriate to the Special Character of the School*" and "*a willingness and ability to uphold the Special Character*" is a condition of this appointment. The Special Character of the School is defined as "*the faith system made up of the Christian beliefs, values and lifestyle of the Seventh-day Adventist Church*".

**In order to fulfil the special character requirements applicants should be a practising and observant member of a Seventh-day Adventist congregation.**

In the event of there being no suitable applicants who meet the requirements for a tagged position the Proprietor may approve the appointment only for a fixed term of someone who does not meet the requirements of a tagged position until an applicant who meets the tagged criteria can be found.

2. **Attach a curriculum vitae (CV)** containing any additional information that would support your application for a 'tagged' position in a Seventh-day Adventist school. This may include written references to your active commitment to your church.
3. Electronic copies only of **qualification certificates** relevant to the position may be attached.
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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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. A 'Registered Teacher' is a requirement or in the process of completing your registration.
6. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

## POSITION AND ADVENTIST SCHOOL YOU ARE APPLYING AT

Position applied for

School

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## PERSONAL DETAILS

Tick One

Mr  Mrs  Ms  Miss  Or other preferred title:

Surname/Family Name

First Names (in full)

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Contact Details

Address:

Phone Number:

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Contact Email

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## CHURCH MEMBERSHIP

1. Are you a baptized member of the Seventh-day Adventist Church? Yes  No  (Go to Q3)

2. If “Yes” please provide details of:

Church currently attended:

Minister’s name:

Church where your membership is recorded:

(Go to Q4)

1. If you are not a baptized member of the Seventh-day Adventist Church:

Are you an active member of a church? Yes  No

If “Yes” please provide details of:

Church currently attended:

Minister’s name:

2. How often do you actively attend church?

Weekly  Fortnightly  Monthly  Occasionally in the year

3. In what capacities are you involved in your church? (State the ministry or service involvement)

## CHRISTIAN EXPERIENCE AND BELIEFS

What do you consider to be your primary motive in seeking a position in this School?

What do you believe is the most important function of a Seventh-day Adventist School?

What are your views on the authority of the Bible?

What are your views on the theory of evolution and the Biblical teaching of Creation?

How do you rate your awareness and understanding of the Seventh-day Adventist beliefs, values and lifestyle?

None  Some Understanding  A great understanding  Fully Understand

Please describe your commitment and journey or “walk” with Jesus Christ?

What contribution would you make to enhance the ‘Special Seventh-day Adventist Character of the school’?”

What support and guidance would you need to ensure you are able to provide ‘religious instruction and ‘uphold and support’ the special character?

## QUALIFICATIONS

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

Are you a New Zealand Registered Teacher? Yes  Please state your Registration Number: \_\_\_\_\_

No  If ‘No’, is your NZ Registration application in process?

Please attach a copy of the notice from NZ Education Council

Do you hold an Overseas Teacher Registration?

Yes  Please attach a copy of your Registration: \_\_\_\_\_

No

## EMPLOYMENT HISTORY

Please outline your most recent employment history, beginning with current or latest employment.

Period Worked	Employer’s Name	Position Held	Reason for Leaving

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section of the job description. Please outline below how you meet each of these attributes and abilities. Even though you are attaching a C.V, please fill this out in full. The contact person cited in the advertisement can assist with any questions you might have.

Knowledge, skills, attributes and personal characteristics	Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics	What did you do which demonstrated this?



### EMPLOYMENT HISTORY RELEVANT TO SPECIAL CHARACTER

Please provide information on previous teaching experience related to the Special Character of this School and the position applied for, beginning with the most recent.

Period Worked	Employer's Name	Position Held

## PROFESSIONAL REFEREES

Please provide the name and contact details of your professional leaders or colleagues who could act as referees.

Name	Address	Telephone	Relationship (e.g. employer / principal, school leader)

## SPECIAL CHARACTER REFEREES

Please provide the name and contact details of your **minister** and of up to **two other people** who could act as your referees with regards to filling a position to a Seventh-day Adventist special character school.

Name	Address	Telephone	Relationship (e.g. employer / principal, school leader)
			Minister / Church Leader

Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? <u>If Yes, please note that we may contact these persons.</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## OTHER INFORMATION

Have you had any **injury or medical condition** which the tasks of this position may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached?

Yes  No

If yes, please give details below:

Do you have any matters relating to yourself currently or previously before the Education Council NZ?

Yes  No

Do you have a current New Zealand driver licence?

Yes  No

Do you give permission for your police record to be checked?

Yes  No

Have you changed your name by deed poll/statutory declaration?

Yes  No

Other names known by: \_\_\_\_\_

### APPLICANTS ATTESTATION (To be 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 authorised representatives who may at any time have access to this information. Furthermore, consent is given for the Board Chair and Proprietor or their delegate, to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing “acceptability” and “suitability for the position of at this school as defined by the Education Act 1989, Part 33.

- I authorise the Board and Proprietor, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my ‘acceptability’ and ‘suitability’ for the appointment to the position  
 Yes  No
- I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for the appointment to the position.  
 Yes  No

APPLICANT’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### DECLARATION:

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (Apart from minor traffic offences).

Have you received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

- Yes  No
  - Have you ever had been the subject to any concerns involving child safety?  
 Yes  No
- If **YES**, please provide date and details of the offence (s) 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.

- I certify that I am registered (or provisionally registered) as a New Zealand teacher. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.
- I certify that the information I have supplied in this application is true and correct.
- I certify that I know of no reason why I would not be suitable to work with children / young people.
- I certify that I understand that, if I have supplied incorrectly 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: \_\_\_\_\_

**Note: If you are completing and sending this form electronically a hard signed copy must follow by scan or post.**

**Please send this form to the contact named in the advertisement together with all other application documentation.**

**This form will be forwarded to the Proprietor via the school principal as part of the school’s agreed appointments process as a member of the NZ Seventh-day Adventist education.**

#### SCHOOL OFFICE USE ONLY:

These pages must be forwarded to the Director of Education of New Zealand Seventh-day Adventist Schools.