

## **Application for Scale A Permanent Teaching Position 2023 Intermediate School Yr 7 / 8**

Thank you for your interest in the advertised vacancy for 2023.

How to apply:

The following needs to be submitted by 4 November 2023, 4.00pm . Please send the following information by email to [principal@nca.school.nz](mailto:principal@nca.school.nz)

1. Covering letter
2. Curriculum Vitae
3. Completed application form

### **Recruitment process timeline:**

Advertising begins 21st October 2022

Applications close: 4 November 2022, 4pm

Shortlisting and referee checks: 8 November 2022

Interviews to be confirmed: 11, 12th November 2022

### **Application checklist:**

Thank you for your interest in working at Nelson Christian Academy and for completing an application for the advertised position /s.

Check that you have:

1. Completed all sections of the application form and responses to the key questions have been completed.
- 2 Included a Curriculum Vitae
- 3 Please send a scanned pdf copy of the application to [principal@nca.school.nz](mailto:principal@nca.school.nz)



## **Important information for Applicants**

Thank you for applying for a position with our school. Please ensure you have a copy of the job description and person attributes and Spiritual qualifications before completing this application.

***Please note that this vacancy is only open to applicants that are legally able to live and work in New Zealand, with either a NZ residency or work visa and current NZ Teachers registration.***

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates could be requested.
4. If you are selected for an interview you may bring Whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of Criminal Conviction, the criminal records (Clean Slate) Act 2004 provides certain convictions that 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.

Custodial sentences include a sentence preventative detention and corrective training. Non custodial sentences includes fines, reparation orders, community based sentences and suspended sentences, 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.

8. 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.

**OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.**

**Application Form**

Nelson Christian Academy

Year 7 & 8 teacher 1.0 FTTE Permanent,

**A. PERSONAL DETAILS**

<b>Title:</b>		<b>Surname:</b>	
<b>First Name</b>			
<b>Preferred name:</b>			
<b>Full postal address:</b>			
<b>Email:</b>			
<b>Date of Birth:</b>			
<b>Telephone numbers</b>		<b>(home) (mobile)</b>	
<b>Marital status:</b>			

I am eligible to work within NZ (Please indicate your status)

- NZ Citizen  
 Hold a current NZ resident/Work Visa  
 I do not hold any of the above

**B. NZ TEACHER REGISTRATION:**

<b>Number:</b>		<b>Expiry date:</b>		<b>Status:</b>	
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**C. EDUCATIONAL QUALIFICATIONS:** (name of degree, diploma completed etc.)

Qualification	Institution awarded from (Country)	Date Completed:

**D. PRESENT APPOINTMENT or LAST POSITION HELD:**

Position / Type	School	Date appointed

**E. TEACHING SERVICE - (beginning with the most recent):**

Position	Class Level(s)	School	Date from	Date until

**F. HEALTH:**

Please comment on your physical and emotional fitness for the position.

**G. OTHER EXPERIENCE**

Please outline any other experience and special training that you have that would add value to the role.

**H. FAITH PERSPECTIVE:**

Please outline briefly your Christian faith journey & provide details of Church/Fellowship involvement.

**I. ADDITIONAL FAITH QUESTIONS:** Please briefly explain your views about:

The authority and accuracy of the Bible:

Jesus:

Salvation:

**REFEREES**

Please supply details of 3 Referees as noted in the covering letter (please inform them that they may be contacted).

Type of Referee	Name and Title	Postal Address and other contact details
Professional Referee		
Character Referee		
Spiritual Referee		

**STATEMENT OF BELIEF**

- ❖ There is one God eternally existent in three persons: Father, Son and Holy Spirit, being the same nature, equal in power and glory, and worthy of equal honour, obedience and worship.
- ❖ God became flesh in the person of Jesus Christ, was conceived by the working of the Holy Spirit, born of a virgin, crucified, died and was buried, resurrected from the dead and ascended to Heaven.
- ❖ The Bible, both the Old and New Testament, as originally given, is the inspired Word of God as the supreme guide in all matters of life and faith.
- ❖ God's acts of deliberate creation, are responsible for the origin of all living things and creation as we currently know it.
- ❖ Through personal faith and commitment to the Lord Jesus Christ, forgiveness, acceptance and restored union with God are freely available to all. We receive God's goodness and salvation by faith in His Son, Jesus Christ.
- ❖ It is essential for the Holy Spirit to work within people's lives to align, instruct and develop the character of Christ within them.

**Please tick to confirm acceptance of the following statements prior to signing this application.**

- I agree with the above Statement of Belief
  
- I believe the information I have supplied in this application is to the best of my ability true and correct.
  
- I hereby apply for the staff position as indicated in application title.
  
- I give my permission for the Board of Nelson Christian Academy or their representatives to make any enquiries of referees and/or past or present employers, colleagues or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.
  
- I have never been charged with an offence that would impact on my suitability to work with children or young persons.

**Applicant's Signature** .....

**Date:**..... **Applicant's Full Name (please print):**

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