



WAIPA CHRISTIAN SCHOOL

to know, love and serve Jesus Christ

Application Pack

**Permanent Part-time .6FTE Principal's release position (3 days per week).
Teaching in Kotahitanga class (Year 7&8)**

Dear Applicant,

Thank you for your expression of interest in the above-mentioned vacancy.
Please find enclosed the following:

- * Staff application form and attached tagged position application form
- * Statement of Faith
- * Referee Reports (2)

Please ensure that your application is received before 5pm, Tuesday 8th June 2021.
You are welcome to email it to: principal@waipachristian.school.nz, or post to:

c/o Principal
Waipa Christian School
93 Chapel drive
Te Awamutu 3800

If you have any questions regarding this position or the application process, please contact me on **07 871 4520**.

Kind Regards,

Jaco Labuschagne
Principal

Application for Appointment

IMPORTANT NOTES FOR APPLICANTS

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

1. **“Tagged” Permanent Part-time (.6FTE Principal’s release) position.** In accordance with Section 65 of the Private Schools Conditional Integration Act 1975, and the School’s Integration Agreement, the requirements for this position include “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” and that “the appointee will be required to accept and recognise the responsibility to maintain and preserve the special character of the school” (as indicated in the advertisement for this position).

Please complete, together with this application, the separate form; “Application for Appointment to a Tagged Position – Proprietor’s Special Character Form.”

2. 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.
3. Attach a Curriculum Vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
4. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
5. If you are selected for an interview you may bring Whanau /support people at your own expense. Please advise if this is your intention.
6. 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.

7. Short listed 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. Teacher Registration is a requirement for all teaching positions (application for teacher registration includes police vetting).
8. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions 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 of preventive detention and corrective training. Non-custodial sentences include 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.

9. 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: These pages must be retained on file as part of the application; they must not be removed or destroyed.

APPLICATION FOR APPOINTMENT

Position applied for

School

Permanent Part-time (.6 Principal's release) position. Teaching in Kotahitanga class (Y7&8)

Waipa Christian School

Tick One

Mr

Mrs

Ms

Miss

Or other preferred title:

Surname/Family Name

First Names (in full)

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Full Postal Address

--

Contact Telephone Number

Private:

Business:

Contact Email

--

Please tick the appropriate boxes:

Are you a New Zealand citizen?	Yes	No
If not, do you have resident status, or	Yes	No
A current work permit?	Yes	No
Do you hold New Zealand Teacher Registration	Yes	No
If "Yes" Registration Number:	Category:	Expiry date:

Have you ever had a criminal conviction? <i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>	Yes	No
If "Yes" please detail:		
Have you ever received a police diversion for an offence?	Yes	No
If "Yes" please detail:		
Have you been convicted of a driving offence, which resulted in temporary or permanent loss of licence, or imprisonment?	Yes	No

If "Yes" please detail:		
Are you awaiting sentencing / currently have charges pending?	Yes	No
If "Yes" please state the nature of the conviction/cases pending:		
In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job?	Yes	No
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes	No
If "Yes", please detail:		
Do you have a current driver's licence?	Yes	No

Privacy Act Authorisation

I _____ do hereby authorise the Board's appointment sub-committee to undertake the process of seeking more information from the writers of any reference or from a nominated referee or any person to seek elaboration of any aspect of written information that is presented to the Board as part of the application for this position at Waipa Christian School.

The Board is also authorised to advise unsuccessful applicants of my name should I be the successful applicant.

Signed: _____

Date:

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.

Signature _____

Date

Please send this form together with all other application documentation to reach the address below by 3 pm Tuesday, 8th June 2021.

Send to:	Mr Jaco Labuschagne Principal Waipa Christian School 93 Chapel Drive Te Awamutu 3800 NEW ZEALAND School Phone: 07 871 4520 Email: principal@waipachristian.school.nz (please enter 'Confidential: Principal Release Application' in the subject line)
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Checklist:

- Application Form completed
- Application for Appointment to a Tagged Position – Proprietors Special Character Form (attached with this form) completed and enclosed with this form
- CV enclosed with this form
- Referees Forms sent to three referees
- Signed Statement of Faith (applicant's)

Church denomination you
affiliate yourself with:

If "Yes" please provide details of:

Church currently attended:

Date from – to:

Minister's/Pastor's name:

Christian Experience and Beliefs:

How long have you been a Christian?

Please state briefly your beliefs on the following:

Who is Jesus Christ?:

How one becomes a Christian:

The Bible:

Prayer:

Spiritual Gifts:

Eternal Life and Security:

<p>Spiritual Autobiography:</p> <p>Please include how you became a Christian, important decisions and experiences in your life. Since we are particularly interested in knowing how God is working right now in your life, include comments on your present Christian walk. (Continue on a separate sheet if necessary).</p>

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

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.

Signature _____ Date _____

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

REFEREE'S REPORT (1)

The Board of Trustees of Waipa Christian School appreciates the time and effort you will give in completing this form.

ALL INFORMATION GIVEN WILL BE STRICTLY CONFIDENTIAL. AFTER THE INTERVIEWS

ALL UNSUCCESSFUL APPLICANT'S REFEREE'S STATEMENTS WILL BE DESTROYED.

Name of Applicant: _____

Position Applied For:

Permanent Part-time (.6 Principal's release) position. Teaching in Kotahitanga class (Y7&8)

Name of Referee: _____

Address: _____

Phone: _____

Occupation: _____

& Position: _____

Length of time you have known the applicant: _____

Capacity in which you have known the applicant: _____

If for some reason, you find it impossible to act as referee, you are free to complete the statement below:

I am unable/do not wish (delete one) to submit a referee's report on behalf

Of: _____

Signed: _____ Date: _____

Please note that this reference needs to reach the address below by 3pm on Tuesday, 8th June 2021.

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A.

Would you please rate the applicant on a scale of 1 to 5. You may also comment on the following aspects as they relate to the applicant's suitability for the position indicated above. Please comment if either a 1 or 5 is given. Feel free to write on another sheet if necessary.

Personal qualities: (Poor) 1 2 3 4 5 (Excellent)

These may include the applicant's Christian commitment, reliability, dedication, vitality, initiative, bearing and manner inside and outside the classroom and their interpersonal and communication skills.

Relationships with children: (Poor) 1 2 3 4 5 (Excellent)

These may include comments on the applicant's relationships with management of children and their ability to motivate student learning, including students with special needs and giftedness.

Relationships with colleagues: (Poor) 1 2 3 4 5 (Excellent)

These may include the ability to establish satisfactory working relationships; comment on the acceptance and recognition by professional colleagues of the applicant's leadership or participation in the school's programme. This may include their ability to be decisive, consultative, teachable, have a warm and accepting manner, value others, and a sense of humour.

Professional competence: (Poor) 1 2 3 4 5 (Excellent)

This should include experience in and understanding of quality planning; implementation, and evaluation of appropriate learning programmes, awareness of pupils' development needs and an understanding of appropriate teaching methods and use of resources. Ability to develop and participate in programmes and activities outside the classroom and in aiding other pupils and teachers to gain from their expertise.

Known strengths: (Poor) 1 2 3 4 5 (Excellent)

Comment on particular strengths in areas such as; curriculum, teaching, and leadership.

Relationships with the community: (Poor) 1 2 3 4 5 (Excellent)

These may include communication of school aims to parents and the wider community, and the nature of the applicant's participation in community life.

Professional leadership: (Poor) 1 2 3 4 5 (Excellent)

Should include comment on applicant's ability to lead a team, delegate, to guide, to initiate and implement school programmes and to win enthusiasm and support for educational and school goals.

General: (Poor) 1 2 3 4 5 (Excellent)

Please make any general comment you feel may assist the Board to fill the position as advertised on the basis of the school's special Christian character, vision and passion for Christian education, qualifications, professional competency and relevant experience.

B.

You are requested to assess the applicant's performance in his/her present position, OR the performance in the position in which you most recently worked with/observed the applicant.

Please use the following rating scales:

- NA Not applicable or not observed.
- U Unacceptable. The applicant's performance is not up to expected standard.
- A Acceptable. This applicant's performance fully meets the required standard and occasionally exceeds the expected level of proficiency.
- S Superior. The applicant's performance consistently exceeds the normal expectations for the position.

Personal commitment to God and Christian Values	
Honesty and personal integrity	
Attitude towards authority	
Courtesy towards others	
Ability to maintain standards of professional conduct	
Willingness and ability to keep up-to-date with professional developments	
Proven management / administrative skills	
Punctuality	
Teaching ability	

Ability to earn the respect of pupils	
Ability to handle the problems of individuals	
Ability to motivate and work with staff members	
Ability to plan strategically, co-ordinate and evaluate	
Ability to manage resources	
Physical and emotional fitness for the position	
Ability to communicate effectively	
Ability to establish and maintain positive relationships with others	

REFEREE'S REPORT (2)

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Position Applied For:

**Permanent Part-time (.6 Principal's release) position.
Teaching in Kotahitanga class (Y7&8)**

Name of Referee: _____

Address: _____

Phone: _____

Occupation: _____

& Position: _____

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REFEREE'S REPORT (3)

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