ST JOHN'S COLLEGE

POSITION APPLICATION FORM for TEACHERS

Full name _____
(surname) (Names)

Address : _____

Contact Phone numbers : Wk _____ **Home :** _____

E-mail _____

Teacher Registration No. _____ **Expiry Date :** ____/____/____

PREVIOUS EXPERIENCE

Chronological CV attached. (detailing your experience) YES / NO

Functional CV attached. (Relating your skills and achievements to the Key Performance Areas, set out in the job description).
(The Functional CV is optional) YES / NO

CATHOLIC CHARACTER

"The Character of a Catholic School" form is attached acknowledging the commitment to "Special Character". YES / NO

REFEREES (3)

1. **Name** _____
   Address _____
   Contact Phone numbers _____
   Position/Relationship _____

2. **Name** _____
   Address _____
   Contact Phone numbers _____
   Position/Relationship _____

3. **Name** _____
   Address _____
   Contact Phone numbers _____
   Position/Relationship _____

CONVICTIONS

Have you ever been charged with a criminal offence or had any Disciplinary or competency procedures against you? If so, was any adverse finding made against you ?

YES / NO

Detail these convictions _____

_____

Is there any other reason why you should not be employed to work with Board of Trustees, or in the education environment ? **YES / NO**

Please provide details _____

_____

Please Note :

a) You may be asked to provide a copy of the relevant Court record(s) obtainable from the Police.

b) Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from the employment of the St John's College Board of Trustees, should you be the successful applicant.

PREVIOUS EMPLOYERS

I agree to the references / referees provided to the St John's College Board of Trustees, in respect of my application for the position of _____

_____

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 from any employer(s), past or present, who may not be listed as referees.

HEALTH

- Please describe any injury or illness that you have had that may affect your ability to effectively carry out the duties and responsibilities of the position.

  _____

  _____

- Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description ?

  _____

  _____

  _____

- Do you smoke ? **YES / NO**

- Do you have allergic reactions ? **YES / NO**

Please provide details _____

_____

- Do you agree to an appropriate medical examination if required by the Board of Trustees ? **YES / NO**

- Have you ever experienced any overuse injury symptoms, eg. numbness, pins and needles, pain, weakness ? **YES / NO**

Please provide details _____

_____

- Have you ever had time off work for a back injury ? **YES / NO**

Please provide details _____

_____

I understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or the Board's workplace accident insurer.

Signed : _____

DECLARATION

I, _____ (full name) declare that to the best of my knowledge and belief, the answers in this Application Form and the information provided in my Curriculum Vitae are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed or if I am employed, my employment will be terminated immediately.

Signed : _____ **Dated :** _____

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 Church, as 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 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 teachers realises 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.

Please Turn Over

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).

Teacher

Principal

Date .....