Villa Maria College
Te Whare O Meri
Learn to Prize what is of Value

APPLICATION FOR APPOINTMENT TO A TEACHING POSITION

A. Application for Appointment to the position of Teacher of Religious Education Full Time or Part Time with Supporting Subjects - Tagged

as advertised in Education Website / College Website on November 2026

Please complete this cover sheet and attach to your Curriculum Vitae

Note: Your application should reach the College by: Wednesday 18 November 2026 @ 3.00 p.m.

B. Personal Details:

Surname _____ First Name _____

Full Postal Address _____

Contact Phone No. Private _____ Business _____

Cell-phone No. _____ E-mail _____

Previous name if used in teaching _____

C. Registration Status: *(Please tick appropriate boxes)*

Full registration [ ] Provisional [ ] ***(Attach copy of Registration card)***

Subject to Confirmation [ ] Not Registered [ ] ***(Expiry date:)***

D. Present Teaching Position _____

School _____ Date Appointed _____

Nature of present position *(tick appropriate boxes)*

Permanent ☐ Part-time ☐ Full-time ☐ Relieving ☐

Other ☐ *(please specify)* _____

E. One highlight from your total work experience:

_____

NOTE: Please ensure that your Curriculum Vitae contains details of:

i Qualifications including conferring authority and year obtained
ii Teaching Service, including name of school(s) year(s) and subjects taught
iii Special duties performed and responsibilities undertaken
iv Co-curricular activities
v Involvement in subject associations, teacher organisations etc
vi Non-teaching work experience (paid/unpaid), including special goals, experience, strengths
vii. Please include with your application a copy of your Passport
viii. Please include with your application a copy of your Driver's License.

F. Health:

What is your present state of health? _____

Have you had any significant time off for sickness of any kind in the past five years? If so, please specify. *(Medical Certificate may be supplied)*

_____

_____

G. Experience in Special Character of Catholic School: Villa Maria College is an Integrated State School. The Special Character of Villa Maria College is that it is a Roman Catholic School for Girls. Please read the information sheet "The Character of the Catholic School" enclosed.

H. Referees: Please nominate three referees who will supply confidential reports to our Board .

1 *Dr/Mr/Mrs/Ms/Miss* Initials _____ Surname _____ Position _____

Address: _____

Telephone (Private) _____ (Business) _____

(email) _____ (Fax) _____

2 *Dr/Mr/Mrs/Ms/Miss* Initials _____ Surname _____ Position _____

Address: _____

Telephone (Private) _____ (Business) _____

(email) _____ (Fax) _____

3 *Dr/Mr/Mrs/Ms/Miss* Initials _____ Surname _____ Position _____

Address: _____

Telephone (Private) _____ (Business) _____

(email) _____ (Fax) _____

I.

Have you ever been charged or convicted of any offence against the law or charged in the Youth Court under your current name or previous name/s used? **YES/NO**

Do you know of any reason why you should not be employed at Villa Maria College? **YES/NO**

Have you ever been under competency or discipline proceedings? **YES/NO**

Have you ever been dismissed from a teaching position? **YES/NO**

- **I have read the information sheet "The Character of the Catholic School" and understand the commitment it involves**
- **I give permission for Villa Maria College to seek information about my employment record and personal background from my current and previous employers including my nominated referees**
- **I solemnly and sincerely declare that to the best of my knowledge and belief the information given is true and correct.**

Signed: *(Applicant)* _____ Date:

1. **Purpose for which the information is collected** The information is collected for staff selection purposes.
2. **Storage.** The information is held at Villa Maria College, 21 Peer Street, Christchurch. It is accessible to members of the Appointments Committee only.
3. **Access to and correction of information.** At any time, you may request access to the information, and you may request correction of the information.

Signed: *(Applicant)* _____ Date:

SPECIAL CHARACTER POSITION FORM

Schedule 6, Clause 47, Education and Training Act 2020

(Previously – Education Act 1989, Section 464**)**

APPLICATION FOR A POSITION RELATED TO SPECIAL CHARACTER IN A CATHOLIC SCHOOL

A. POSITION BEING APPLIED FOR

Position: (*please circle position applying for*)		
Cl 47 (a): Principal	Cl 47 (b): Director of Religious Studies	Cl 47 (c): Other teaching position
School:		
Address:		

B. PERSONAL

First Names:	
Surname:	
Address:	
Religion:	
Telephone Number Day:	Evening:
e-mail:	

C. PARISH

1.0 Are you a member of a Catholic parish community? Yes ☐ No ☐

If yes, name and address of parish:

.....

2.0 Are you involved in parish ministry? (eg. Youth Ministry, Ministry of Word, Eucharist, Hospitality, Service, Liturgy) Yes ☐ No ☐

If yes, name of Ministry or Service

.....

D QUALIFICATIONS OR COURSES IN RELIGIOUS EDUCATION AND/OR THEOLOGY

(See Notes)

Qualification/Course Attended (Include your Certification for Teachers in Catholic Schools if applicable)	Institution and Year

Duplicate and attach relevant CV material or certificates etc as appropriate.

3.0 If you are a beginning teacher, were you associated with a Catholic school as part of your practice teaching professional training? Yes ☐ No ☐

If yes, name and address of school(s):

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E. PREVIOUS TEACHING EXPERIENCE RELATED TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL

Position	School	Year Level	From	To

F. OTHER QUALIFICATIONS & EXPERIENCE RELEVANT TO THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL (See Notes)

G. CATHOLIC CHARACTER REFEREES

Please provide three referees. At least one referee must be a priest, ethnic chaplain or lay pastoral leader who is familiar with your religious practice. (See note on referees.)

1	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			
2	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

3	Name		Phone: Day	
	Address		Night	
			Mobile	
	Email			

I acknowledge and accept that the information I have supplied will be used by the Proprietor (Board of Trustees in secondary schools) in terms of Education and Training Act 2020, Schedule 6, Cl 47 to assess my **acceptability** for the position as defined in the Act, and also by the Board of Trustees to determine my **suitability** for the position as defined in the Act. I have read the information in this document that explains acceptability.

Signed:..... Date: .....