

Co-Ordination of Appointments Process

This flowchart outlines the procedure to follow when making appointments to staff positions at Aquinas College.

EFFICIENCY

Cost effective methods of recruitment should be used in sourcing suitable applicants.



FAIRNESS

All job applicants shall be responded to fairly and courteously. The current Collective Employment Agreement will be used as reference and appropriate levels of remuneration will be provided.



ADVERTISING

All positions will be appropriately advertised.

Advertisements must be well thought out, well worded and highlight the advantages of employment at our College. They must be consistent with the *Handbook for the Board of Trustees of New Zealand Catholic Integrated Schools*.

APPLICATION FORMS

All applicants must complete an appropriate application form which is to accompany the applicant's CV, references and other supporting information.

Applicants shall give authority in writing, for appropriate character checks to be undertaken. Each applicant applying for a "Tagged" position must submit an "S" form as set out in the *Handbook for the Board of Trustees of New Zealand Catholic Integrated Schools*.



PERSON SPECIFICATION

Teacher and prospective employees should hold or undertake Certificate in Catholic Special Character Foundation Level Certificate for teaching in a Catholic School, as set out in the *Handbook for the Board of Trustees of New Zealand Catholic Integrated Schools*.

PRE EMPLOYMENT HEALTH SCREENING

Applicants shall give authority in writing for appropriate health checks to be undertaken, commensurate with applicant's ability to perform in the position applied for. Aquinas College reserves the right to request a Medical Certificate of Health prior to any appointment to ensure no pre-existing conditions are present that have a bearing on the applicant's ability to perform in the new position.



REFERENCE CHECKING

Referees shall be provided and checks shall be carried out for all staff, ensuring due diligence is undertaken.



STAFF EMPLOYED IN A CATHOLIC SCHOOL STATEMENT

- "Expectations for Staff Employed in a Catholic School Statement" is to be given to all staff as set out in the *Handbook for the Board of Trustees of New Zealand Catholic Integrated Schools*. This signed statement is to be included with the employment contract.

