Tira Tūhāhā
Prison Chaplaincy Aotearoa

Chaplain application form

Vacancy detail	
Location	

Applicant details	
Last name	
First names	
Preferred Name	
Residential address	
Postal address	
Email address	
Mobile phone	
Home phone	
Ethnicity	
Iwi (if Māori)	
Denomination	
Parish/Church	

Please tell us about your ministry experience

Please list your completed qualifications. (*Please note: The successful candidate will be asked to provide a copy of their academic transcript relating to any completed formal theological papers and/or qualifications.)*

Please tell us your reasons for applying for the position and why you feel your experience and ability match the duties and responsibilities of the role.

If your application is successful, when would you be available to start? _____

How did you find out about this position? _____

Have you worked (volunteered or paid work) in an NZ prison before?	**Yes ☐ /No ☐**
Do you know anyone currently in prison or on a community-based sentence?	**Yes ☐ /No ☐**
Have you ever been declined entry to a NZ prison?	**Yes ☐ /No ☐**
Have you ever had a relationship with any person with a gang association?	**Yes ☐ /No ☐**
Do you have contact with a released prisoner or released prisoners?	**Yes ☐ /No ☐**
Do you have any current or potential conflicts of interest?	**Yes ☐ /No ☐**

If you have answered yes to any of the above six questions, please provide details:

Statement of Health

Do you suffer from, or have you suffered from any injury or medical condition caused by a gradual process, disease or infection (e.g., back injury or strain, hearing loss) which the tasks of this job as listed in the job description may aggravate or contribute to? **Yes ☐ /No ☐**

If yes, please provide details:

Have you any other injury or medical condition which may affect your ability to carry out the functions and responsibilities of this position effectively and safely? **Yes ☐ /No ☐**

If yes, please provide details:

Please note: In some situations, further specific medical information relating to the requirements of this position may be needed. In such cases, the applicant may be required to undertake a pre-employment medical examination arranged and paid for by TTPCA.

Referees

Please provide two referees who can comment on your ability to meet the requirements of this position. Your referees will only be contacted after receiving your express permission. Where possible one of your referees should be from your current or recent (within the last 12 months) manager or supervisor.

	Referee 1	Referee 2
Name		
Job Title/Position		
Name of organisation		
Address		
Phone number		
Mobile		
Email address		
What job or position did you hold?		

Church Leader Commendation

Please provide the full name and contact details of a senior church leader who TTPCA can contact at any time during the recruitment process regarding the verification of your credentials and suitability for this position.

This person may be asked to comment on your Church life, declare that you are of good standing with your church, and detail your strengths and abilities for prison ministry.

	Senior Church Leader
Name	
Position	

Name of church	
Address	
Phone number	
Mobile number	
Email address	

Criminal conviction history

Shortlisted applicants will be required to complete a Ministry of Justice criminal check and must be able to obtain approval from the Department of Corrections for access to the prison.

Do you have a criminal record in New Zealand or abroad (excluding those convictions covered by the Clean Slate Act 2004)[1]? **Yes ☐ /No ☐**

If you have answered yes, please provide details of the offence, date and sentence issued:

Are there any criminal charges pending against you? **Yes ☐ /No ☐**

If you have answered yes, please provide details:

Eligibility to work in New Zealand

Are you eligible to work in New Zealand? (To be employed by TTPCA you must be eligible to work in New Zealand) **Yes ☐ /No ☐**

Are you a New Zealand citizen? **Yes ☐ /No ☐**

If not, do you have permanent New Zealand Residency? **Yes ☐ /No ☐**

If applicable, do you have a work visa that allows you to work in New Zealand? **Yes ☐ /No ☐**

If so, please provide your visa expiry date: _____

[1] *Under the Criminal Records (Clean Slate) Act 2004, you do not need to declare a conviction if **all** the following apply:*
1) It has been 7 or more years since your most recent conviction; and
2) You have never had a custodial sentence imposed upon you (such as in prison, corrective training, or at any secure facility); and
3) You have never been held in hospital by the court in a criminal case instead of being sentenced; and
3) You have paid in full any fines, reparation or costs ordered by the court in a criminal case; and
4) You have never been convicted of a "specified offence", as listed in Section 4 of the Act; and
5) You have never been indefinitely disqualified from holding a driver's licence for repeat offending involving alcohol and/or drugs.

The Clean Slate Act applies only to New Zealand convictions. All criminal convictions from overseas must be declared.

Declaration

I declare the above information and any attachments that I have provided to TTPCA for this job application are complete, accurate and correct, and I have not omitted any information that would affect the decision to employ me.

I understand that if I am successful in my application and it is subsequently discovered that information, I have provided is not complete, accurate and correct or I have failed to disclose information, my employment may be terminated.

Full name _____

Signed _____

Date _____