



**BETHLEHEM  
COLLEGE**  
EXCELLENCE  
through CHRIST

# PRINCIPAL APPLICATION PACK

24 Elder Lane  
Bethlehem  
Tauranga 3110, New Zealand

[www.beth.school.nz/principal](http://www.beth.school.nz/principal)  
[applicant@beth.school.nz](mailto:applicant@beth.school.nz)

**Position** The Principal role is a permanent position commencing **Term 1 2020**

Applications are invited from innovative and outstanding leaders to fill this important position. Applicants must demonstrate a willingness and ability to uphold the Special Christian Character of the College as a condition of appointment as stipulated in the College's Integration Agreement and Section 464(a) of the Education Act 1989.

Bethlehem College is a composite Area School.

The Principal is employed under the terms and conditions of the Area School Principals' Collective Agreement.

## Documents contained in the pack

1. Cover Letter
2. Application Form
3. Position Description

## Timeline

Applications Close	1pm 17 June 2019
Shortlisting Complete	8 July 2019
Interviews	9 – 10 August 2019

## How to Apply

1. Complete the Application Form, which requires you to
  - a. Provide 4 referees
  - b. Sign the Statement of Belief
  - c. Answer 8 questions regarding the Special Character
  - d. Provide your response to 5 hypothetical scenarios
2. Provide an up to date Curriculum Vitae
3. Forward your application by email to [applicant@beth.school.nz](mailto:applicant@beth.school.nz) or post to the below address to be received prior to **1pm Monday 17 June 2019**  
Paul Shakes  
Deputy BOT Chair  
c/- Findex Chartered Accountants  
PO Box 13337  
Tauranga Central  
Tauranga 3141

## Important Information for Applicants

1. Please fully complete these forms yourself. First read them through then answer all questions and make sure you sign and date where indicated. Electronic signatures will be accepted.
2. Copies only of qualification certificates should be attached. If successful in your application, you will be required to provide the originals as proof of qualifications.
3. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn, or appointment being terminated if any information is later found to be false.
4. All applicants will be required to give consent to Police Vetting as applicable.
5. Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Vulnerable Children Act 2014, unless they obtain an exemption. The Criminal Records (Clean State) Act 2004 will not apply to these specified offences and these offences will be included in your Police Vetting results.
6. Prior to being interviewed you will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the Vulnerable Children Regulations 2014.
7. This application form and supporting documents will be held by the Board of Trustees of Bethlehem College. You may access these in accordance with the provision of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.