**NATIONAL ASSESSMENT WORKGROUP**

**Candidate Convener’s CHECKLIST**

**Have you included with each application the Presbytery Assessment of Candidate, AND a letter from Presbytery which includes details of Presbytery’s approval of this candidate?**

**The Presbytery Candidate Convener should check that these instructions below have been completed by the applicant (in detail) and that ALL documents are included with the application.**

* **The application should be accompanied by the following documents: PLEASE ENSURE THAT ALL THE DOCUMENTS ARE SINGLE-SIDED
a)** A covering letter including names and contact information **(home postal address, email address & phone numbers)** of two confidential referees and applicants medical practitioner
**b)** A one-page account of applicants call to national ordained ministry in the Presbyterian Church
**c)** Applicants current curriculum vitae (including employment record, educational and training awards, and indications of experience relevant to being considered for pastoral leadership in the Church)
**d)** Two written references from people (other than those listed in (a) above) who have known the applicant in positions of responsibility in the church and in employment or study
**e)** Statements about applicants suitability for pastoral leadership from your Minister and Session Clerk or Parish Council Secretary
**f)** Two recent passport-size photographs. **PLEASE DON’T FORGET THESE!**
**g)** *Certified copies of official academic transcripts* and photocopies or scans of all tertiary awards and training course certificates. (Originals should be sighted by Presbytery Candidate Convener who will sign the photocopies). **ENSURE TO INCLUD CERTIFIED COPIES OF OFFICIAL ACADEMIC TRANSCRIPTS? IF NOT, ASK APPLICANT TO OBTAIN THEM FROM THEIR EDUCATION PROVIDER (NB not a printout off the internet, which anyone can edit before printing)**
* **Police Checks** – Applicant and Candidate Convener are both required to complete separate sections of the **NZ Police Vetting Service Request and Consent Form**, downloadable from the Knox Centre website [www.knoxcentre.ac.nz/forms](http://www.knoxcentre.ac.nz/forms). Instructions for completing the form may also be downloaded from the same webpage. The completed form must be accompanied by a photocopy of your driver licence or other acceptable photo ID. To verify your identity, this photocopy is to be **signed by the Candidate Convener (or current Pastor)**, who must also provide his or her **own name and contact details**
* **Medical Assessments** - **HAVE THEY INCLUDED ALL FOUR PAGES OF A RECENT MEDICAL ASSESSMENT? The latest form is available here** <http://knoxcentre.ac.nz/wp-content/uploads/2014/10/Medical-assessment-form-Aug-2016.pdf>