CHECKLIST FOR NOM APPLICATIONS (v2024 March)

IMPORTANT
Presbytery Candidate Convenors are asked to combine all the application documents from a candidate __into one PDF document__, in the order outlined in this Checklist. Keep the Police Check application as a separate document. Check that every section is completed or write N/A (Not Applicable). Then email these two documents to the NAW Administrator: admin@knoxcentre.ac.nz

1. **A cover letter** ☐ including:
   - Names ☐ home postal address ☐ email address ☐ phone numbers ☐
   - <mark>Names and contact details of two referees for a verbal reference.</mark> ☐

2. **Two recent passport-size photographs** ☐

3. **NOM Application Form** *(Check that every section has been completed).*

4. **Statement of the Candidate's 'Sense of Call to NOM'** - one A4 page account ☐

5. **Current C/V** ☐ including:
   - Employment record ☐
   - Educational and training awards ☐
   - Indications of other experience relevant to your application being considered ☐

6. **Certified photocopies of**
   - Official academic transcripts ☐
   - All tertiary awards and training course certificates ☐

   (Originals must be sighted by the Presbytery Candidate Convener who will name, sign and date all photocopies with the statement: "I certify that these are full and correct copies of the originals")

7. **Two written references** from people <mark>(other than those listed above in yellow)</mark> who have known you in positions of responsibility in church, employment or study ☐

8. **Reference of suitability for pastoral leadership** written by the Candidate's Minister <u>and</u> Session Clerk/Parish Council Secretary. ☐

9. **Presbytery Assessment** ☐
   (Submitted by the Candidate Convener, along with the application)

10. **Declarations: NOM Internship Requirements Declaration** ☐ **& PCANZ Doctrinal Declaration** ☐

11. **Police check** – A NZ Police Vetting Service Request and Consent form, completed by the Candidate Convenor or current minister, including a copy of the Candidate's driver's licence. Email to Kate Wilson at the Assembly Office. ☐ *(Check that each section has been completed).*

Application materials, including the associated reports are not returned after the assessment weekend unless requested by unsuccessful candidates. Those accepted for ordination training will have their application papers and associated reports held by the Registrar of the Knox Centre for Ministry and Leadership. They may be accessed for training purposes on the authority of the Principal. Any copies made for the purposes of the National Assessment process will be destroyed after the assessment meeting.