

CHECKLIST FOR NOM APPLICATIONS (v2025 Feb)

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**. Check that every section is completed or write N/A (Not Applicable). Apply for the Police Check separately (see #10). Then email the pdf application document to the NAW Administrator: admin@knoxcentre.ac.nz by December 20th.*

1. **A title page from the Candidate** including:
 - Name home postal address email address phone number
 - A recent digital colour photograph of the Candidate (can be taken on a smart phone).
 - **Names and contact details of two referees for a verbal reference.**
2. **NOM Application Form** (*Check that every section has been completed or write N/A*).
3. **Statement of the Candidate's 'Sense of Call to NOM'** – no more than one A4 page
4. **Current C/V** including:
 - Employment record
 - Educational and training awards
 - Any other experience relevant to your application
5. **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.")
6. **Two written references** (**different to those listed in #1 above**) from people who have known you in positions of responsibility in church, employment or study.
7. **Reference of suitability for ordained leadership** written by the Candidate's Minister and Session Clerk/Church Council Secretary.
8. **Presbytery Assessment Form for NOM Candidate**
(Submitted by the Candidate Convener)
9. **Declarations: NOM Internship Requirements Declaration** **& PCANZ Doctrinal Declaration**
10. **Police check** – A NZ Police Vetting Service Request and Consent form, is to be completed by the Candidate Convener or Candidate's minister. This includes a copy of the Candidate's driver's licence. Email this 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.