



WELCOME ABOARD!

Thank you for your interest in becoming a member of our crew on board our tall-ship, Spirit of New Zealand. We have a variety of roles on board the ship for both full time and volunteer staff.

The Trust sails approximately 24 x 10-Day Development Voyages a year and in between these voyages, there are a number of day sails along with several 5-Day voyages. We employ a permanent crew, consisting of Master, Mates, Engineer and Cook on every voyage, and in addition to these permanent crew positions, there are six volunteers per voyage, filling the positions of Watch Assistants and Leading Hands. We also run a cadetship programme.

A number of roles can be filled by both full time and volunteers, with the volunteer personnel often covering for full time staff when on leave - providing an opportunity for a person to step in casually until being considered for a full time role.

Some roles are only in a voluntary capacity and the Trust is focused on maintaining a strong volunteer workforce. Previous sailing experience while useful and desirable - it's not essential. We welcome anyone with a positive outlook, enjoy working with young people and have lots of enthusiasm!

A brief summary of the roles follows.

ROLES ONBOARD SPIRIT OF NEW ZEALAND

Master

The Master has absolute responsibility for the operational safety of the ship and all personnel on the ship and the necessary authority to make decisions to ensure that responsibility is discharged. SOOPs is intended as a guidance to aid the Master in the discharge of the Master's responsibilities but nothing in SOOPs, nor any failure by the Trust to include anything in SOOPs, shall discharge the Master from responsibility or relieve the Master from that responsibility.

The Master must use skill and discretion to provide a voyage that will satisfy the Trust Board aims and operational requirements and that voyages are in a safe, stimulating learning environment where a blend of fun, accelerated and experiential learning promotes human development. The closeness and supportive atmosphere enforced by ship-board life often provides a catalyst for change in people's lives. The Master has a responsibility to teach and mentor all crew.

All crew are directly responsible to the Master for the period of the voyage.

First Mate

The FIRST MATE is the "programme director" and is the second in command of the ship. He or she is charged with the organisation of the crew, especially the Cadet Training programme. The First Mate formulates a successful ship's Youth Development programme and also has the responsibility for the deck, rig, and boat and ship maintenance.

Second Mate

The SECOND MATE is the "navigator" and third in command of the ship. He or she is responsible for the safe navigation of the vessel under the Master's direction. The Second Mate maintains the navigation systems and charts, assists the First Mate with the programme and looks after the medical supplies aboard.

Third Mate

The THIRD MATE is in charge of maintenance as directed by the Master or First Mate and organisation and training of the Leading Hands. The Third Mate assists the First Mate with the Youth Development Programme.

Cook/Chef

The COOK/CHEF is the "caterer" aboard and is responsible for the nourishment and provisioning needs of the ship's company, organisation of the galley and the meal routines. He or she assists with the sailing of the vessel and the voyage programme.

Engineer

The ENGINEER'S primary function is to maintain the ship's main engine, plant and equipment. He or she assists with the sailing of the vessel and the voyage Youth Development programme, monitors fuel and water usage. The Engineer also holds the responsibility for documenting and implementing the ship's Planned Maintenance Schedule (PMS).

Cadet

The CADETS are on a structured training programme, learning from the crew and gaining sea time towards their first maritime qualification. They help the Third Mate with maintenance and the Second Mate with navigation. The Cadets are directly supervised by the Master and may during the latter phase of their cadetship assist with the ship's programme as required.

Watch Assistant

The WATCH ASSISTANTS are motivators of a watch. They assist the Mates with the running of the programme and are wholly involved at all levels with its successful outcome. Watch Assistants must be aged 20 years and over.

Leading Hand

The LEADING HANDS are ex-Trainees, bringing their experience aboard to assist the Mates and Cook with the day-to-day running of the ship's routines, voyage programme and maintenance. The Leading Hands assist the Trainees by enhancing their experience and smoothing the routine problems of unfamiliarity with the vessel. Leading Hands must be aged 17-20 years only.



SPIRIT OF ADVENTURE TRUST

TE WAKA HIRINGA TANGATA

SPIRIT OF NEW ZEALAND CREW APPLICATION



APPLICATION PROCESS

1. APPLICATION PACK

Please read all the information carefully. If it sounds like you, complete the application form, medical information, Ministry of Justice clearance, attach your CV, supporting documentation, photo ID and return it to the Spirit of Adventure Trust office. If you are applying for full time employment (if there are vacancies) and once this application has been submitted, you will go through a recruitment process.

2. NZ POLICE VETTING SERVICE / CLEARANCE

It is our policy to have every person working with us to complete a NZ Police Vetting Service Form. Simply fill in the attached form and return it with this pack. We will send it off to NZ Police for processing and a copy of the results can be posted back to you separately. This can sometimes take up to six weeks to come back.

3. INTERVIEW

Once we've received your NZ Police clearance we will organise a meeting with you to discuss the role you've applied for. This is normally done at the Spirit office in Auckland but if you live outside of the Auckland area we will arrange for a Spirit representative to conduct an interview. If the interview is successful we will provide you with your Spirit Contract. The interview is a great opportunity for you to ask questions so that you have a good understanding of what to expect onboard. Please note that if you are applying for a Leading Hand position an interview will not be required.

4. FIRST VOYAGE

Once we have processed your application, we will arrange to place you on an assessment voyage as soon as possible. Spirit of New Zealand sails non-stop throughout the year and depending on positions available and your availability, be prepared that it may take a few months. Please note that there is no travel-subsidy for your first assessment voyage as a Watch Assistant. Travel for all voyages after your first assessment voyage will be paid for by the Trust as required.

5. UNIFORM AND MANUALS

Your uniform will be loaned to you on joining the ship for your first voyage and returned at the completion of the voyage. This generally includes a grey polo shirt, black fleece and hat (wet weather gear will also be loaned to you for each voyage). On subsequent voyages you will be issued with your own uniform for ongoing use. We aim to send manuals off to you two weeks prior to your first voyage so you can start familiarising yourself with our procedures etc.

6. NEXT STEPS

If the Trust finds you unsuitable for any reason after your assessment voyage, your application will be declined. If you are accepted as a crew member you will be required to sign either a standard employment agreement or a volunteer agreement - depending on your role. You will automatically receive roster information as long as you remain a member of the Trust. Rostering is currently done on a six-monthly basis.

We look forward to receiving your application. If you need further information or if you have any questions please call the Spirit office on 09-373 2060.

CRITERIA

- ▲ Aged over 20 years of age (except Leading Hands which must be aged between 17-20 years of age)
- ▲ Enjoy working with young people
- ▲ Preferably have some experience with water-based activities, outdoor education, teaching or coaching roles
- ▲ Have a positive attitude, a friendly manner and heaps of enthusiasm
- ▲ Be physically fit (please refer to Medical and Fitness Standards policy on our website)
- ▲ Prior sailing experience is useful but not essential.

CHECKLIST

Have you done the following:

- Completed the Application Form
- Completed and signed the NZ Police Vetting Service Form (please ensure you attach a clear copy of your Drivers License or Passport for this).
- Completed your Medical Information Form
- Attached your CV and relevant supporting documentation
- Attached a recent photograph

PLEASE RETURN COMPLETED FORMS TO:

Spirit of Adventure Trust
 POST: PO Box 2276, Shortland Street, Auckland 1140
 FAX: 09-379 5620
 EMAIL: info@spiritofadventure.org.nz



SPIRIT OF ADVENTURE TRUST

TE WAKA HIRINGA TANGATA

SPIRIT OF NEW ZEALAND CREW APPLICATION

OFFICE USE ONLY

Date Received:

Police Clearance:

Interview:

First Voyage:

APPLICANT DETAILS

Full Name: Date of Birth: / /

First Names

Last Name

Day Month Year

Address:

Post Code:

Home Phone: (.....) Mobile: (.....) Gender: Male | Female

Email:

Name of Emergency Contact: Work Phone: (.....)

Mobile: (.....) Email:

Ethnicity—Which ethnic group do you belong to? (please note this is for statistical purposes only)

- NZ European
- Maori
- Pacific Island
- Asian
- Other (please state)

POSITION APPLYING FOR

Please tick the position you would like to apply for (you can select more than one option if applicable)

- Leading Hand (aged 17-20 years)
- Master*
- Third Mate*
- Watch Assistant (aged 20 years and over)
- First Mate*
- Engineer*
- Cadetship (aged 17 years and over)
- Second Mate*
- Cook/Chef

*Must have maritime certification relevant to the position.

TELL US MORE

Please tell us why you would like to become a member of our crew onboard Spirit of New Zealand.

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CURRENT EMPLOYMENT

We will keep this information confidential, we would just like to know more about your employment and skill set.

Current Employer:

Job Position: Type of work you do:

PLEASE INCLUDE A COPY OF YOUR CURRENT CURRICULUM VITAE WITH THIS APPLICATION

A curriculum vitae helps us to know you better and see the breadth of experience in everyday life that you will bring to your role on board the vessel and therefore to our participants. The application form itself acts as a quick reference, so please ensure it is completed as well even if the information is in the CV. We would appreciate a passport size photo also.

MARITIME QUALIFICATIONS

You can leave this section blank if you don't have any maritime qualifications. If you do fill this section out, please ensure that all relevant qualifications are listed and copies attached for our records. We can't recognise a qualification if a copy is not sighted and held on file.

Certificate	Date Issued	Number

EXPERIENCE ON OTHER SAILING VESSELS

You can leave this section blank if you don't have any sailing experience. If you are a past-Trainee or a weekend participant please let us know. We would like to know any other type of sailing vessel you have experience with.

Name of Vessel	Date	Capacity

OTHER QUALIFICATIONS AND EXPERIENCE

Please tell us what other qualifications you have that can support your application. It could be a scuba-diving certificate, first aid certificate, or the fact you've been a youth leader, team coach or any other community involvement.

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REFERENCES

Please list the names and contact details of **two referees** and attach their written references. We require personal references regarding your character rather than your sailing or other ability. References must not be more than two years old and must be written by someone who has known you for at least 12 months.

Full name:

Phone number: Email address:

Full name:

Phone number: Email address:



CREW INFORMATION

Full Name: Date of Birth:
First Names Last Name Day Month Year

Weight:kgs Height:cms

Swimming Ability (please tick relevant box): Excellent Average Poor Can't swim

MEDICAL INFORMATION

The Trust conducts voyages of up to ten days duration throughout the year irrespective of weather, sea or other conditions. The courses are mentally and physically very demanding including, besides sailing, swimming, physical exercise, running and tramping. Crew are actively engaged in the programme at all times. Therefore for safety reasons it is essential that the ships Master and the Trust are fully informed of all medical conditions and personal medication prescribed.

1. Applicants suffering from any diseases or illnesses that have in the past or may in the future result in involuntary blackouts, spasms, fits or convulsions are precluded from membership of the crew irrespective of the use of medication. Do you fall into this group? **YES / NO**
2. Do you smoke : **YES / NO** (The Trust has a no smoking environment)
3. Please state if you have any of the following problems or take medication on a long term basis for any other condition. Some specific medical conditions will not necessarily exclude you from sailing with us, each application being considered on its own merit.

- | | | |
|--------------------------|--------------------------|---|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | Asthma |
| <input type="checkbox"/> | <input type="checkbox"/> | Ruptured eardrum |
| <input type="checkbox"/> | <input type="checkbox"/> | Fainting or blackout |
| <input type="checkbox"/> | <input type="checkbox"/> | Migraine |
| <input type="checkbox"/> | <input type="checkbox"/> | Sight or hearing impediment |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical disabilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Hepatitis* |
| <input type="checkbox"/> | <input type="checkbox"/> | Episodes of anxiety, depression or anti-social behaviour* |

- | | | |
|--------------------------|--------------------------|------------------------------------|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | Diabetes |
| <input type="checkbox"/> | <input type="checkbox"/> | HIV/AIDS* |
| <input type="checkbox"/> | <input type="checkbox"/> | Any other serious illness |
| <input type="checkbox"/> | <input type="checkbox"/> | Any serious operation |
| <input type="checkbox"/> | <input type="checkbox"/> | Regular use of drugs or medication |
| <input type="checkbox"/> | <input type="checkbox"/> | Allergies including drugs |
| <input type="checkbox"/> | <input type="checkbox"/> | Limited or low mental capacity |
| <input type="checkbox"/> | <input type="checkbox"/> | Any heart condition |

Any other condition / illness not mentioned above:

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Please give details or attach a letter from your doctor about any condition that you have ticked.

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It is the responsibility of all crew to keep the Business Manager notified of any change in medical status. All the information requested on the application form is held in the Spirit database and the application with attachments are filed with the personnel records. Information is required to be shared with the Business Manager, Marine Manager and Rosterer of the Trust. The Master of each voyage that you undertake to crew on will also be informed of your qualifications, experience and any medical conditions. At the completion of a voyage the Master is required to provide an individual crew assessment, the details of which are available for your perusal and discussion. These records are held on a limited access database for a specific time period and are available to you on request.

5. **DIETARY REQUIREMENTS** - Do you have any dietary requirements? Yes No If yes, please list below:

Note: While we do our best to accommodate dietary requirements, we are limited with what we can carry onboard. Please contact the office to discuss your options.

6. **EMERGENCY CONTACT** - In case of a medical emergency on board, please list your emergency contact person and contact details here:

Full name: Mobile number:.....

7. **CREW MEDICAL & PHYSICAL STANDARDS** - Have read and understand the crew medical and physical standards, and unless stated above, can comply with these standards.

YOUR SIGNATURE

Signature: Date:/...../.....

Name of Approved Agency submitting vetting request:

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

Details (note: the name you are most commonly known by is your primary name)

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other) *Date of birth:
(dd/mm/yyyy)

Place of birth:
(Town/City/State)

*Country of birth

NZ Driver Licence number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Residential Address

*Number/Street:

Suburb: Post Code:

*City/Town/
Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children's workers).
 - c. The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose newly-obtained relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: _____

Date: _____

Signature: _____

Electronic
Signature





DECLARATION

- ▲ I confirm that all the particulars given are true and correct.
- ▲ I am willing and physically able to participate in all activities including working aloft, swimming and tramping or will seek dispensation from _____.
- ▲ I am free from medical and physical disabilities (other than those mentioned on the following medical form) .
- ▲ I agree that the information provided may, at the discretion of the Business Manager, be given to the person responsible for rostering and to the ship's Master.
- ▲ I accept that the Trust has the right to refuse my application at any time, should it be deemed appropriate.
- ▲ I understand my first voyage is an assessment and I am not a SOAT crew member until approved as such.
- ▲ I understand in the event of the Trust declining my application before or after my first voyage, my documentation will be held for 12 months.
- ▲ I also understand that I will not be eligible for subsidised travel for my first voyage.
- ▲ I agree that I will abide by and adhere to the Policies, Standing Orders and Operational Procedures of the Spirit of Adventure Trust.

CONFIDENTIALITY AGREEMENT

Should your application be successful, we require all staff to sign our standard confidentiality agreement. Please read carefully, and if you agree, please sign below.

During your employment with the Spirit of Adventure Trust, confidential information including training and programme manuals of the Spirit of Adventure Trust will be provided / disclosed to you. Any unauthorised disclosure of such information to third parties or use other than for the Spirit of Adventure Trust purposes could cause extensive harm to the Spirit of Adventure and is prohibited. Confidential information of the Spirit of Adventure Trust includes any and all training and program manuals, confidential or private information of the Spirit of Adventure Trust including without limitation (i) business and financial information, (ii) business methods and practices of the Spirit of Adventure Trust, (iii) marketing strategies of the Spirit of Adventure Trust, and (iv) such information as the Spirit of Adventure may from time to time designate as being confidential to the Spirit of Adventure Trust. Confidential information will not include information that is in the public domain, or information that falls into the public domain, unless such information falls into the public domain by disclosure or other acts by you, or through your fault.

You undertake with the Spirit of Adventure Trust that you will not during your employment with the Spirit of Adventure Trust or at any time thereafter, unless prior written consent is given by the Spirit of Adventure Trust, either directly or indirectly, utilize on your own behalf or on behalf of any other person, firm or company (a "person") or divulge to any other person, except as required by the terms and nature of your employment with the Spirit of Adventure Trust, any confidential information of the Spirit of Adventure Trust, and you will use your best endeavors to prevent the unauthorized use, disclosure or publication of such information. In addition, you agree that you will not copy any confidential information of the Spirit of Adventure Trust including any curriculum belonging to the Spirit of Adventure Trust nor remove same from the Spirit of Adventure Trust's premises without the express written permission of the Spirit of Adventure Trust. You recognise and acknowledge that a breach of this provision may result in the termination of your employment and/or the institution of legal proceedings against you.

Full name:

Signature: Date: ____/____/____

Your application will normally be acknowledged within seven days of receipt. Processing takes approximately four weeks during which time your references will be checked, a police check performed and possibly an interview arranged. The Trust reserves the right to decline acceptance or withdraw at any stage should it be deemed appropriate and at the end of your first voyage which serves as an assessment. On acceptance as a crew member you will be issued with all the Trust manuals and uniform relevant to your crew status.

PHOTO CONSENT

During your time on board, photographic images are taken of various activities and achievements of participants. Spirit of Adventure Trust may use these images to help promote the Trust and its programmes by way of publication in print, online and general media. Your consent is given by signing the above. Please note this does not include general photos taken by Trainees, other voyage participants or the official group voyage photo.

PRIVACY ACT AND MEDICAL INFORMATION

The information collected by the Trust in this form is used for the purposes of assessing your suitability to be a member of our crew, and for the use of the Trust in organising and administering the operation of the Trust's vessel Spirit of New Zealand. The information collected will also be used to send you further information about the voyage, and the Trust's activities. A medical form will be need to be resubmitted once annually regardless of the number of voyages you take part in.