

# SPIRIT OF ZEALAND CREW APPLICATION

## 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.

# **APPLICATION PROCESS**

## **APPLICATION PACK**

Please read all the information carefully. If it sounds like you

- Complete the Crew Application Form
- Complete the Medical forms
- Complete NZ Police Vetting forms
- Attach your CV
- Attach Qualifications
- Attach 2 forms of Photo ID
- Complete Volunteer Contract
- Attach 2 Written References

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.

## **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.

If you are from Overseas, you must obtain a copy to send to us from your Country of Residence.

## **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.

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.

## 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 nonstop throughout the year and depending on positions available and your availability, be prepared that it may take a few months.

## 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 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.

## 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.

## CREW APPLICATION 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 Crew Application Form
- Completed and signed the NZ Police Vetting Service Form
- Completed your Medical Information Form (signed by a GP)
- Attached 2 forms of Photo I.D
- Attached your C.V.
- Attached all Qualifications
- Attached 2 written References
- Complete Volunteer Contract – if applicable

## PLEASE RETURN COMPLETED FORMS TO:

### POST:

Spirit of Adventure Trust  
PO Box 2276  
Shortland Street  
Auckland 1140

### EMAIL:

[Bookings@spiritofadventure.org.nz](mailto:Bookings@spiritofadventure.org.nz)

## APPLICANT DETAILS

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Gender \_\_\_\_\_ D.O.B \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Ethnicity (used for statistical purposes only)

NZ European  Maori  Pacific Island  Asian  Other  
If other please state \_\_\_\_\_

Number / Street \_\_\_\_\_

Suburb \_\_\_\_\_

City \_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_ 2<sup>nd</sup> Email \_\_\_\_\_  
not an Xtra account

Mobile \_\_\_\_\_ Home Ph \_\_\_\_\_

## NEXT OF KIN DETAILS

Emergency Contact Name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Mobile Number \_\_\_\_\_ Home / Work Number \_\_\_\_\_

## POSITION APPLYING FOR

(you can select more than one option if applicable) \*Must have relevant Qualifications for Position

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

## 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

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

Employer

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Job Position

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Type of Work

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Length

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## EXPERIENCE ON OTHER SAILING VESSELS

Name of Vessel	Date From / To	PAX 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.

Certificate	Date Issued	Certificate Number

## 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 \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

## TERMS AND CONDITIONS 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_