# JOB APPLICATION FORM

**APPLICANT SECTION**

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| Position applied for: |

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| --- | --- | --- | --- |
| **Personal details** | | | |
| Given name: | | Family name: | |
| Preferred name: | | | |
| Address: | | | |
|  | | | |
| Telephone | Daytime: | | Mobile: |
| Email: | | | |

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| **Current qualifications** | | |
| Qualification title | Institution/training provider | Year completed |
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| Are you currently undertaking study/training? (tick one) |  | Yes |  | No |
| Details: | | | | |

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| --- | --- | --- | --- | --- |
| **Previous employment (most recent first)** | | | | |
| Employer name/ establishment | Dates from/to | Position held | Reason for leaving | Office use check/initial/date |
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| **Please describe any other skills and experience relevant to the role** |
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**Proof of Identity and Right to Work**

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| --- | --- | --- | --- | --- |
| Are you a New Zealand citizen? |  | Yes |  | No |
| If not, do you have resident status? or |  | Yes |  | No |
| A current work permit? |  | Yes |  | No |

**Police Vetting**

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| --- | --- | --- | --- | --- |
| Have you ever had a criminal conviction? |  | Yes |  | No |
| *(Convictions that fall under the clean slate scheme do not have to be disclosed)*  If ‘Yes’ please detail: | | | | |

**Referees**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you agree to have referees contacted in relation to this application? (tick one) | | |  | Yes |  | No |
| *(Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.)* | | | | | | |
| Please provide details of three people who can speak on your behalf regarding your work history. | | | | | | |
| Name | Contact No. | Position held/working relationship  (e.g. supervisor) | | | Office use check/initial/date | |
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| Please provide any other information that you identify as being pertinent to this application  (e.g. medical conditions, disabilities) |
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**Declaration**

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

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| Signed: | Date: |