

POSITION APPLICATION FORM

Post or Deliver:

**Te Manawa Museums Trust
Private Bag 11055
326 Main Street, Palmerston North
ATTENTION: JOB APPLICATION**

P: (06) 355 5000

F: (06) 358 3552

E-Mail - vacancies@temanawa.co.nz

The information provided on this form will be used to process your application and assess your suitability for employment. Staff having direct access to this information include the staff responsible for the position and the Administration staff. The information requested is not required by Law, but if insufficient information is provided with your application, it may not be considered. Under the Privacy Act 1993, you have a right of access to personal information about you held by Te Manawa Museums Trust and you are also entitled to request information about you to be corrected. This application form will be kept for a maximum period of 12 months from the time an appointment is made, after which time it will be destroyed.

Position applied for: _____

PERSONAL DETAILS	
How do you like to be addressed? (eg Mr, Mrs, Ms, Miss, Dr) _____	
Family Name: _____	
Given Name: (underline name used) _____	
Contact Address: _____ _____	
Contact Phone No: <i>Private:</i>	<i>Business:</i>

GENERAL		
Are you lawfully entitled to reside in New Zealand?	Yes	No
Do you have any commitments at this time which may prevent you attending your place of employment, now or in the future? If yes, give brief details:	Yes	No
Do you have a Current Driver's Licence? What class(es):	Yes	No
Any endorsements? <i>(Please specify)</i>		
Have you been convicted of a criminal offence? Are you awaiting the hearing of any charges for any driving/other offences If yes, to either of the above, please specify:	Yes	No
Have you had an injury or illness that may affect your ability to perform the duties of this job? If yes, please explain:	Yes	No
I found out about this position by: <input type="checkbox"/> Newspaper <input type="checkbox"/> Friends/Family <input type="checkbox"/> Internal Vacancies Notice <input type="checkbox"/> Other _____		

CONSENT TO CONTACT REFEREES

I consent to the Trust seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the Trust for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Te Manawa Museums Trust is supplied in confidence as evaluative material and will not be disclosed to me.

Yes/No

If yes, _____ (signature) Date: _____

DECLARATION

I _____ (full name) declare that to the best of my knowledge, the information supplied in this application and in any Curriculum Vitae provided is correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process injury, disease or infection can result in my loss of entitlement for any compensation from ACC. I further understand that any offer of employment if made is conditional on my obtaining a full medical clearance through the Trust's pre-employment medical examination.

Signed: _____ Date: _____

EDUCATION AND TRAINING		
School/College/University	Location	Certificate/Subject Degree/Diploma
<p>Other Training Undertaken: (Formal and Informal)</p> <p>Additional Studies Planned:</p> <p>Details of Hobbies/Interests/Sports Clubs or Community Activities:</p>		

PRESENT EMPLOYMENT	
Name of Employer: _____	
Address: _____ Phone: _____	
Position held: _____ Length of Service: _____	
Present Salary: _____ Length of notice required: _____	
Can we contact your present/previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>If yes</u> , please provide details of current and previous employer:	
Current Employer	Name: _____
	Phone: _____
Previous Employer	Name: _____
	Company: _____
	Phone: _____

PAST EMPLOYMENT			
Company/Organisation	Position Held	Reason For Leaving	Length of Service

REASONS FOR APPLYING FOR POSITION AND RELEVANT EXPERIENCE
(Include job experience, spare-time interests, courses or anything you consider that might support your application)