

APPLICATION FORM FOR EMPLOYMENT

Please send your completed form, along with a covering letter and current CV to:

Postal Recruitment: Executive Assistant
Te Manawa
Private Bag 11 055
Palmerston North 4442

Email vacancies@temanawa.co.nz

PERSONAL INFORMATION UNDER THE PRIVACY ACT 1993

The information provided on this form will be used to process your application. The information requested is not required by Law, but if insufficient information is provided your application may not be considered.

People having direct access to this information include the hiring manager, members of the interview panel, and the Executive Assistant. Under the Privacy Act 1993, you have a right of access to personal information about you held by Te Manawa and you are also entitled to request information about you to be corrected. This information will be securely held in Te Manawa files for a maximum period of twelve months from the time an appointment is made, after which time it will be destroyed, unless you are the appointee in which case the information will be placed on your Personnel file.

NOTE: Completion of this form does not indicate any commitment to employ you.

POSITION APPLIED FOR

Name of position

PERSONAL DETAILS

Title Mr Mrs Ms Miss Dr Other:

First name(s)

Preferred name

Surname

Contact Address

Contact phone number (s) Business hours:
After hours:

Email Address

GENERAL INFORMATION

Do you speak or read any languages other than English? Yes
No

If yes, please explain

Te Manawa as part of its commitment to the Treaty of Waitangi invites short-listed applicants to bring whanau support to their interview. If you are invited to an interview, do you wish to bring whanau support? Yes
No

If yes, approximately how many people (to ensure there is adequate space)

Are you a New Zealand Citizen? Yes
No

If you answered No to the question above, do you have either of the following

- NZ Resident or Permanent Resident Visa
- A Visa to Work in New Zealand
- Neither

Please ensure that you can provide evidence. The visa in your passport is the best option to show evidence of your entitlement to work. If your visa was issued online, include your letter or email from Immigration New Zealand to show this

If you cannot work in New Zealand indefinitely, please explain your circumstances:

.....
.....

I agree that the information I provide can be used to confirm my work entitlement and identity

- I agree
- I do not agree

What is your salary expectations?

- | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> <10,000 PA | <input type="checkbox"/> 10-20,000 PA | <input type="checkbox"/> 20-30,000 PA |
| <input type="checkbox"/> 30-40,000 PA | <input type="checkbox"/> 40-50,000 PA | <input type="checkbox"/> 50-60,000 PA |
| <input type="checkbox"/> 60-70,000 PA | <input type="checkbox"/> 70-80,000 PA | <input type="checkbox"/> >80,000 PA |

Do you have a current driver's licence?

What class(es)

Any endorsements? Please specify

Have you been convicted of any offence in the last ten (10) years (including driving offences) Yes
(not concealed under the Criminal Records (Clean Slate) Act 2004)? No

Are you awaiting the hearing of charges in a civil or criminal court of law? Yes
No

If yes to either, please give details

Are there any other previous employment matters such as disciplinaries or dismissals that could have a bearing on your employment? Yes
No

If yes, please give details

How did you find out about this position?

Newspaper	<input checked="" type="checkbox"/>	The Big Idea	<input type="checkbox"/>
TradeMe	<input type="checkbox"/>	Museums Aotearoa	<input type="checkbox"/>
Seek	<input type="checkbox"/>	Family / Friends	<input type="checkbox"/>
Other:			

AVAILABILITY FOR EMPLOYMENT

Do you have commitments which may prevent you attending your place of employment now or into the future, or that may affect your availability for overtime / out of hours work? Yes No

If yes, please explain

If offered this position, do you intend to engage in other paid employment? Yes No

If yes, please explain

If offered this position, when could you reasonably start?

HEALTH AND WELLNESS

Have you had an injury or illness, or have a condition that may affect your ability to perform the duties of this job, or which may be aggravated by this job? Yes No

If yes, please explain

Do you require any alterations or additions to your work area in order to be able to perform your duties satisfactorily? Yes No

If yes, please explain

Te Manawa has a strict smoke-free policy, including in the buildings and grounds, and at any time while on Te Manawa business. Please indicate if this is going to be an issue for you Yes No

REFEREES

Please supply the name of at least three people whom we can contact as part of your application. At least two of these referees should be people you have reported directly to.

NB: We will only contact your referees if you are our preferred candidate.

	Name	Organisation	Position	Relationship	Contact number
1					
2					
3					
4					

I consent to Te Manawa 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 TM for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by TM is supplied in confidence as evaluative material and will not be disclosed to me.

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 relevant material withheld, 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, disease or infection, can result in my loss of entitlement for any compensation from ACC.

Signed:

Date: