

JOB APPLICATION



POSITION

Position applied for:

PERSONAL DETAILS

Name:

Postal address:

Date of birth:

Email address:

Home phone:

Mobile phone:

Please attach a copy of your covering letter, Curriculum Vitae (CV), and any written references. If you do not have a CV please attach a summary of your experience, including things you have done (paid or unpaid) that may be relevant to the position.

CURRENT EMPLOYMENT

Name of employer:

Position:

Since:

Present salary:

PAST EMPLOYMENT

Include all positions held in the last five years, beginning with the most recent, including periods of unemployment, travel or full-time study. If this information is listed in your CV you do not need to complete this section.

Position Held	From	To	Reason Left

Can we contact your current or most recent employer? Yes No *If yes, please provide contact details*

Name:

Phone:

Relationship to you:

REFEREES

Please list names and contact details of referees who can be contacted for a recent work reference. At least one should be a Supervisor, Team Leader or Manager whom you have worked for.

Name:	<input type="text"/>
Address:	<input type="text"/>
Relationship:	<input type="text"/>
Position:	<input type="text"/>
Phone:	<input type="text"/>

Name:	<input type="text"/>
Address:	<input type="text"/>
Relationship:	<input type="text"/>
Position:	<input type="text"/>
Phone:	<input type="text"/>

CRIMINAL CONVICTIONS

As you are applying for a position that requires a high level of trust and confidence, please answer the following questions*:

Have you ever had any convictions within the last 7 years?

Please tick one box No Yes

Have you ever been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal)?

Please tick one box No Yes

Have you ever been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced?

Please tick one box No Yes

Have you ever been convicted of a 'specified offence' as defined by Section 4 of the Criminal Records (Clean Slate Act) 2004 and includes sexual offending against children and young people or the mentally impaired, indecent assault, and may include an attempt to commit a conspiracy or being an accessory after the fact, in relation to the offence?

Please tick one box No Yes

Have you any outstanding fines, reparations or costs ordered by the Court in a criminal case?

Please tick one box No Yes

Have you ever been indefinitely disqualified from driving under Section 65 Land Transport Act 1998 or earlier equivalent provision?

Please tick one box No Yes

Have any charges been laid against you or are you the subject of any pending criminal proceedings?

Please tick one box No Yes

** Please be aware that we may undertake a police check. Please also note that you are not obliged to declare certain offences which occurred more than 7 years ago under the Criminal Records Clean Slate Act 2004. If you have any doubts, please seek legal advice before completing these questions.*

If you have ticked 'yes' to any of the above, you may be asked to provide details.

HEALTH

In accordance with our requirements under the Accident Compensation Act 2001, and the Health and Safety at Work Act 2015, and our desire to ensure our workplace is safe, please complete the following question.

Do you have any current condition, past medical history, or claims to ACC which may affect your ability to carry out the duties of the position applied for?

Please tick one box No Yes

Note: External applicants may be required to have a pre-employment health assessment at our expense.

EMPLOYMENT

Have you ever been dismissed from a previous role for a disciplinary reason?

Please tick one box No Yes

Have you ever instigated a personal grievance case against any employer?

Please tick one box No Yes

ELIGIBILITY TO WORK IN NEW ZEALAND

Please indicate your legal status to work in New Zealand

New Zealand Citizen No Yes

New Zealand Resident No Yes *(If yes, please attach details)*

Overseas Resident No Yes *(If yes, please attach details)*

MARKETING

How did you find out about this vacancy?

- Waimate District Council website Newspaper
 Waimate District Council Facebook Internet eg TradeMe/Indeed
 Word of mouth
 Other (please specify) _____

GENERAL

Do you know anyone that works for Council?

Please tick one box No Yes

If yes, who? _____

DECLARATION

I _____ (*full name*) declare that, to the best of my knowledge, the answers to the questions in this application and any other information supplied is correct. I understand that if any false, or deliberately misleading information is given, or any material fact omitted, my application may not be successful, or if I am subsequently employed, that I may be dismissed.

I understand that background checks such as credit, police, security etc may be required and I consent for this to take place.

I also consent to a drug and/or alcohol test to be completed along with a physical/medical examination if Waimate District Council requires it.

PRIVACY ACT PROVISIONS

Under the provisions of the Privacy Act 1993, I authorise Waimate District Council to seek verbal or written information about me from my nominated referees (if given). I understand that the information received from the nominated referees by Waimate District Council is supplied in confidence as evaluative material and, pursuant to the Privacy Act, will be kept confidential. Waimate District Council may retain my details on this application form for a period of up to six months unless I request otherwise.

I authorise the Human Resources Manager to make available the information about me contained in this application form to other units of the Council for employment purposes only.

Please tick one box No Yes

PLEASE SIGN BELOW AS HAVING READ, UNDERSTOOD AND AGREED TO THE PROVISIONS OF THIS APPLICATION.

Signed: _____ Date: _____

Please attach documents to support your application. Do not provide original documents. If your application is unsuccessful these documents will be destroyed as per legislative requirements.