



Application for Employment

INTRODUCTION

Thank you for applying for a role with **Te Kāpehu Whetū**. The information you provide in this application form and in any accompanying CV and supporting documents will be used to help us assess your suitability for the role. You should ensure that the information you provide is entirely accurate. Failure to provide correct information may prejudice our ability to assess your suitability. The provision of false information is grounds for dismissal or cancellation of your employment. If your documentation is in a different language e.g. certificates or qualifications, it is helpful to provide a certified translation.

All information you give us will be treated confidentially and will only be released in accordance with the authorisations you provide to us in this form.

If your application is successful, the information will become part of Te Kāpehu Whetū personnel records. You are entitled to access the information upon request. If your application is unsuccessful, the information will be destroyed or returned to you.

The completion of this application does not result in any obligation on Te Kāpehu Whetū to make an offer of employment.

Role Applied For:

Department:

SECTION 1 - PERSONAL DETAILS

Surname	
First Names	
Address	
Phone (Day)	
Mobile	
Date of Birth	
Email Address	

C. RIGHT TO WORK

To assess your ability to work in New Zealand, are you legally entitled to work in New Zealand? In other words, do you have NZ citizenship, permanent residence in NZ or a current work permit / visa

Yes No

If you hold a current work permit / visa, when does this expire?

You do not need to complete sections D, E, or Section F, if your application is accompanied by a CV that contains the information requested in this section.

D. CONFLICT OF INTERESTS

To help us identify any potential conflicts of interest, do you have a spouse, partner, relative, or household member employed by Te Kāpehu Whetū or an associated organisation?

Yes No

Are you aware of any other factors that would place you in a potential conflict of interest with Te Kāpehu Whetū?

Yes No

If the answer to one of the above three questions is yes, please provide details:

E. OTHER WORK AND COMMITMENTS

Do you currently undertake any other work, paid or unpaid, that you plan to continue if employed in this role, which could affect your ability to perform the duties required?

Yes No

If the answer to the above question is yes, please provide details of the work and the way it may impact upon your ability to perform the role:

Do you have any other commitment that may affect your ability to perform the role applying for (e.g. sports, community service, territorial army)?

Yes No

If the answer to the above question is yes, please provide details of the commitment(s) and the way it/they may impact upon your ability to perform the role:

SECTION F – QUALIFICATIONS, SKILLS & HISTORY

Please list below your relevant qualifications and education:

Institution	Course	Year of completion

List the skills and experience (e.g. computer skills, technical skills) you consider are relevant to your application:

By being shortlisted, you agree that Te Kāpehu Whetū may verify your qualifications with the institutions you have listed. Do you consent to this? **Yes** **No**

MEMBERSHIP, INTERESTS AND ACHIEVEMENTS

Please list any major interests, activities, or community involvement from the past three years (e.g., clubs, teams, volunteer work) that are relevant to your application.

Have you ever had your membership or participation in any organisation or voluntary role terminated or withdrawn? **Yes** **No**

If you have answered yes, please provide details:

EMPLOYMENT HISTORY

Please list your previous roles below (beginning with your present or most recent role):

Employer	Role Held	Key Responsibilities	From	To	Reason for Leaving

Have you ever been disciplined for dishonesty? Yes No

Have you ever been disciplined or dismissed from employment, or been the subject of an investigation that resulted in your resignation? Yes No

If you have answered yes to either of the above questions, please provide details:

REFEREES

Please list referees that you consent to Te Kāpehu Whetū being able to contact to discuss you and your ability to perform the role:

Name **Role**

Organisation **Telephone**

Email

Name **Role**

Organisation **Telephone**

Email

Do you authorise Te Kāpehu Whetū to contact your previous employer(s) to obtain references about you?

Yes No

If no, please indicate why:

SECTION 3 – HEALTH AND SAFETY

To help us meet our obligations under the Health and Safety at Work Act 2015 and the Accident Compensation Act 2001, do you have any physical or medical condition, injury, or impairment that may affect your ability to perform the duties of this role, or that the role could potentially aggravate (e.g., back injury, occupational health concerns)?

Yes No

If yes, please provide brief details:

If you are shortlisted for the role, do you agree to undergo a medical examination, including a drug and alcohol test, if we consider such tests to be relevant to the role?

Yes No

If you become employed by us, do you agree to undergo drug and alcohol tests, if (a) you work in a safety sensitive area or (b) there is reasonable cause to suspect that drugs or alcohol may be impacting on your work?

Yes No

The tests and/or examination would be conducted by Te Kāpehu Whetū nominated testing provider.

CRIMINAL RECORD AND CREDIT CHECK

Have you ever been the subject of the Police Diversion Scheme?

Yes No

Have you ever been convicted of an offence, including any traffic offence, in New Zealand or any other country?¹

Yes No

Are there any charges against you yet to be heard?

Yes No

If you answered yes to any of the above questions, please provide brief details:

If you are shortlisted, Te Kāpehu Whetū may conduct criminal record check/police vetting check to assess your suitability. Do you consent to this?

Yes No

If you are shortlisted for a role that involves significant financial responsibility, Te Kāpehu Whetū may conduct a credit check. Do you consent to this?

Yes No

Date of birth	
Place of birth	
Previous names - if applicable (e.g. maiden name, aliases)	
Gender	
Time lived at present address	

Previous address(es) in last three years and time lived there

Address(es)	Time There

¹ Under the Criminal Records (Clean Slate) Act 2004, you do not need to declare your New Zealand conviction if all the following apply: (a) It has been 7 or more years since your most recent conviction and you have not reoffended; and (b) You have never had a custodial sentence imposed upon you; and (c) You have never been detained in hospital by Court order instead of receiving a sentence; and (d) You have never been convicted of a sexual offence; and (e) You have paid any fines/costs/compensation/reparation; and (f) You have not been disqualified from holding or obtaining a drivers licence indefinitely.

Regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:

- you have ever been convicted of a sexual offence; or
- you have ever been disqualified from holding a driver licence for repeat offending involving alcohol/drugs; or the conviction was from overseas.

Do you hold a current driver's licence?

Yes

No

If answer is yes, please provide your driver's licence number and the categories of licence you hold:

Please list the registration plate numbers of all vehicles you currently own and would use for work:

Would you like the Ministry of Justice to send you a copy of the criminal record check to your email address?

Yes

No

*I authorise **Te Kāpehu Whetū** may to request and obtain all available information concerning my criminal record and credit status*

Print full name:

Signature:

IMPORTANT – DECLARATION

I certify that the information I have given in this application, and any accompanying CV is true and correct.

I declare that I have not withheld any information that could affect Te Kāpehu Whetū decision to employ me. I understand that if I have given information that is in Te Kāpehu Whetū opinion materially incorrect, inaccurate or misleading, or if I have left out any important information, or if the results of any checks that I have consented to above (e.g. credit check and/or criminal check) are unsatisfactory I may not be considered for appointment, or if appointed my employment may be terminated or cancelled.

I declare that my reasons for leaving my former and/or present employment are fully detailed in this application. I have declared to Te Kāpehu Whetū any formal disciplinary action taken against me by such employers. I confirm that no such employer has accused me of dishonesty or breach of the duties owed by me to that employer. I accept that if I am made an offer of employment, then my employment agreement with Te Kāpehu Whetū may be immediately terminated or cancelled in the event of this information being incorrect in any respect.

I acknowledge that the information given by me in connection with this application may be discussed with my referees and previous employers, and I agree to them being contacted. I understand that the information gained from this will be held in confidence and will not be available to me.

Applicant's Signature

Date

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