



APPLICATION FOR EMPLOYMENT

(Please print or type all information)

Instructions for Applicants

The information provided by you in this application form is for the purpose of assessing your suitability for employment for the advertised position. **Please ensure that you complete all sections in full and do not write "refer to CV"** as we need all of this information to process your application. ***This form is to be personally completed and signed by you.***

Position applied for:

Please attach the following to this application form:

- Your current Curriculum Vitae
- A covering letter

Scanned copies of any qualifications that are essential for the position that you are applying for (please do not include any original documents)

1. Personal Information

First Names: Surname:

Are you known by another name? Yes No If yes, what other names are you known by?

First Names: Surname:

Residential Address: Phone: Home: (0)

Postal Address: Work: (0)

Email: Mobile: (0)

Reason for applying for this position:

2. Education / Qualifications

QUALIFICATIONS

Name of School/Technical
Institute/University

Date From

Date To

Qualifications Obtained

(As relevant for role)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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STUDIES CURRENTLY IN PROGRESS

Name of School/Technical
Institute/University *(As relevant for role)*

Qualification Goal

Title of Papers

TRAINING COURSES ATTENDED

Name of School/Technical
Institute/University *(As relevant for role)*

Qualification Goal

Title of Papers

Where appropriate, you will be required to produce the original qualification documents.

SKILLS / ATTRIBUTES / PROFESSIONAL MEMBERSHIPS

Include details of any skills, life experiences or cultural attributes that are relevant to this application. Continue on another sheet if necessary. For Professional Memberships include category of membership, date awarded, any offices held.

3. Recent Employment History (Please start with your current or most recent position and include the last five positions held).

Name of Employer:

Nature/Type of Business:

Address:

Position Held:

Brief description of position dimensions and key achievements:

Length of Service:

From:

To:

Reason for Leaving:

Name of Employer:

Nature/Type of Business:

Address:

Position Held:

Brief description of position dimensions and key achievements:

Length of Service:

From:

To:

Reason for Leaving:

Name of Employer:

Nature/Type of Business:

Address:

Position Held:

Brief description of position dimensions and key achievements:

Length of Service:

From:

To:

Reason for Leaving:

Name of Employer:

Nature/Type of Business:

Address:

Position Held:

Brief description of position dimensions and key achievements:

Length of Service:

From:

To:

Reason for Leaving:

Name of Employer:

Nature/Type of Business:

Address:

Position Held:

Brief description of position dimensions and key achievements:

Length of Service:

From:

To:

Reason for Leaving:

4. Voluntary Work

Years	Hours Per Year	Organisation	Involvement
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Hobbies and Interests (including sports)

<input type="text"/>
<input type="text"/>
<input type="text"/>

6. Referees

PLEASE NOTE: We will not make contact with your referees without discussing this first with you.

Please provide the names and contact phone numbers of 2 recent work related referees, where there has been a direct relationship (ie. a manager that you have reported to, a colleague that you have worked with and at least 1 staff member that you have managed (if applicable)).

Name	Occupation/Job Title	Company Name	Relationship to you (e.g. Manager, colleague, direct report)	Phone Number (Day/Mobile)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you consent to us contacting your current employer?

Yes No Currently unemployed:

For the purpose of compliance with the Privacy Act 1993, do you consent to Tūtaki Youth Inc Trust to which this application applies seeking verbal or written information on a confidential basis about yourself from the referees listed above, and authorise the information sought to be released by them to us for the purposes of ascertaining your suitability for the position you are applying for? Do you understand that the information received by us is supplied in confidence as evaluative material, and will not be disclosed to you?

Yes No If yes, signature: Date:

7. Resident Status

Are you a citizen of New Zealand?

Yes

No

If yes, can you produce evidence if required?

Yes

No

If no, do you have the right of permanent residence or a work permit? (It will be necessary to produce your passport and associated documentation for verification)

Yes

No

If you have a work permit, what is the expiry date?

Are you an assisted immigrant under bond to the NZ Government or any other employer?

Yes

No

If yes, do you have authority to accept other employment?

Yes

No

8. Medical (Tick box which applies & provide details where required)

Do you have any condition that may affect your ability to effectively carry out the functions and responsibilities of the position applied for?

Yes

No

Approximately how many days have you been absent from work in the last 12 months, other than for annual leave and public holidays?

9. General

Do you have a current NZ driver's licence?

Yes No

If yes, License Number

Learner

Restricted

Full

Classes held:

Any demerit points?

Yes

No

Has your licence ever been endorsed?

Yes

No

If yes, give brief details:

Do you have any cases pending which would affect your licence?

Yes

No

Have you ever been convicted of a criminal offence (not including any concealed under the Criminal Records (Clean Slate) Act 2004?

Yes

No

If yes, give brief details:

Are you currently awaiting the hearing of charges in a civil or criminal court of law?

Yes

No

If yes, give brief details:

Has the Social Worker Registration Board received any complaints about you/taken any disciplinary action against you in the past or is there any action pending by this professional body, which may affect your ability to carry out the duties required for the position you are applying?

Yes

No

If yes, please explain:

Have you ever been subject to any form of investigation or disciplinary process that could be relevant to child/youth safety?

Yes

No

If yes, please explain:

Is there anything else we need to know that may impact on your ability to carry out the duties required for the position you are applying? Yes No

If yes, please explain:

Have you previously been employed by Tūtaki Youth Inc Trust? Yes No

If yes, when?

Do you have any relatives currently employed by Tūtaki Youth Inc Trust? Yes No

If yes, who? What is your relationship to them? What is their occupation?

How did you find out about this position?

<input type="checkbox"/>	website	<i>Please specify</i>
<input type="checkbox"/>	newspaper	<i>Please specify</i>
<input type="checkbox"/>	word of mouth	
<input type="checkbox"/>	other	

10. Commencement / Notice Period

If your application is successful, when could you start work?

11. Declaration

I, (full name)

declare that, to the best of my knowledge, the answers that I have provided to the questions in this application form are correct and I understand that if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment. If such information or fact is discovered after I have been employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC.

Signature:

Date: