



## Application for Employment

Please complete all sections of this form. Please attach your CV and covering letter. Your CV should be in an A4 format. No folders or binders please.

If you are applying for an academic position please ensure your curriculum vitae contains all the information required as detailed in the 'Guidelines for Academic Applications'

Vacancy Details	
Position applied for	
Advertised in	
On date	
Personal Details	
First Name(s)	
Whanau (family) Name	
Preferred Name	
Contact address	
Contact telephone numbers	Day
	Night
	Mobile phone
Email address	
Which Iwi or ethnic group do you identify with?	

**ELIGIBILITY FOR EMPLOYMENT IN NEW ZEALAND**

Are you a New Zealand citizen, permanent resident or Australian Citizen? YES/ NO

If not, do you have a current work permit? YES/ NO

If yes, please detail the expiry date: \_\_\_\_\_

**HEALTH & SAFETY**

The following information is required to assist the Wananga to meet its obligations under the Health and Safety in Employment Act 1992, the Accident Insurance Act 1998 and the Injury Prevention, Rehabilitation and Compensation Act, 2001.

Have you had an injury or medical condition caused by gradual process, disease or infection (for example, hearing loss, back injury or strain, occupational overuse syndrome) which the tasks of this position may contribute to or aggravate?

YES/ NO

If yes, please provide details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a health condition which could affect your ability to do this job?

YES/ NO

If yes, please provide details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CRIMINAL CONVICTIONS**

Have you ever been convicted of a criminal offence which might affect your capacity to carry out the duties of this position? And/Or Are there any charges against you yet to be heard?

YES/ NO

If yes for either or both of these questions, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LICENCE**

Do you have a current full drivers licence? YES/ NO

If yes, what class is it? \_\_\_\_\_

**WHANAU SUPPORT**

If shortlisted to attend an interview for this position you are welcome to bring members of your whanau (family) or friend(s) to support you during the interview process.

If you intend to bring support person(s) with you, please state the number of support people who would come:

\_\_\_\_\_

**LANGUAGES**

What languages can you speak? Please indicate if this is at a basic, intermediate or fluent level.

\_\_\_\_\_

What languages can you write? Please indicate if this is at a basic, intermediate or fluent level.

\_\_\_\_\_

**EDUCATION**

Please provide details of your qualifications.

Qualification	Institute	Date Obtained

**RESEARCH** (Academic positions only)

Are you currently research active?      Yes/No

**REFEREES**

Please give details of three people from whom references may be obtained.

Where possible, at least two of your referees should be able to comment on your work performance and have been senior to you in your current or most recent employment.

Name	Position	Organisation	Contact Phone Number

## **DECLARATION & SIGNATURE**

- » I authorise Te Whare Wananga o Awanuiarangi to contact the referees I have named above to obtain a reference and to discuss my application with them.
- » I also authorise Te Whare Wananga o Awanuiarangi to contact previous employers to discuss my past employment and this application with them.
- » I authorise Te Whare Wananga o Awanuiarangi to provide this statement to them as authority for the referee to divulge such information.
- » I authorise to Te Whare Wānanga o Awanuiārangi to communicate and obtain information about me from academic institutions detailed in this form or in my curriculum vitae in order to confirm my qualifications.

I declare that to the best of my knowledge the answers to the questions in this application form and the information in my attached curriculum vitae are correct. I understand that if any deliberately misleading or false information is given, or any material fact suppressed, I may be disqualified for appointment or if employed, I may be dismissed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PLEASE NOTE:**

### **Privacy Act Statement**

- » In accordance with the Privacy Act, 1993 the information you provide on this application form and any material you include with it will be regarded as confidential and will only be used for the purpose of considering suitability for the employment position applied for.
- » If your application is successful, the information you supply will be held by the Human Resources area as part of the Wananga's personnel records.
- » Information relating to unsuccessful applicants will be confidentially destroyed. You have the right to view your personal information held by Te Whare Wānanga o Awanuiārangi.

### **Travel costs**

- » Any travel costs incurred as a result of an application are the responsibility of the applicant, as are the travel expenses of any support people.