

Puka Tono Application form



The information you provide will be used for the selection process only. However, if your application is successful then the information will be stored in your personnel file. Please note that we require this information to assess your suitability for the position.

Mōhiohio Whaiaro | Personal Information

Name:

Address:

Full street address

City / Postcode

Phone number:

Email address:

Mōhiohio Arowhānui | General Information

Which vacancy are you applying for:

Position title

Where did you first view this vacancy?

Taumata Arowai website

Seek

Government jobs

Agency website

Mahi

Word of mouth

Other:

Please outline your salary expectations:

Māraurautanga ki te mahi ki Aotearoa | Eligibility to Work in New Zealand

Describe your right to work in New Zealand:

NZ Citizen

Australian Citizen

NZ Permanent Resident

NZ Work Visa

I do not currently hold the right to work in NZ

Other:

Visa Expiry (if applicable):



Oranga | Wellbeing

Do you currently have, or have you ever had, a condition caused by gradual process or an injury, illness or disability that could reasonably be expected to affect your ability to carry out the work, or could reasonably be expected to be aggravated?

Yes

No

Are there are aspects of your health that may prevent you from doing this job to a fully competent standard?

Yes

No

Are there any ways in which we could provide health-related assistance to enable you to perform this job more effectively?



Pānga Taharua | Conflict of Interest

A conflict of interest is where someone is compromised when their personal interests or obligations conflict with the responsibilities of their job or position. It means that their independence, objectivity, or impartiality can be called into question.

A conflict of interest can be:

- actual: where the conflict already exists
- potential: where the conflict is about to happen, or could happen
- perceived: where other people might reasonably think that a person has been compromised.

Do you have any actual, potential or perceived conflict of interest that we should be aware of if you are successful in being offered a role at Taumata Arowai?

Yes

No

Maybe

If you believe there may be a conflict of interest, please let us know what that conflict might be:



Whākinga Whanonga Kino Rawa | Disclosure of Serious Misconduct

Te Kawa Mataaho Public Service Commission has provided guidance to Public Service departments and statutory Crown entities regarding Workforce Assurance Model Standards. To comply with the Model Standards, Taumata Arowai will conduct a check regarding serious misconduct with all preferred candidates.

Subject to your consent, this check will be conducted for preferred candidates who have been employed within Public Service departments and/or statutory Crown entities within last three years, Taumata Arowai will contact the agencies directly for information about whether a candidate has been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, within the last three years.

If a serious misconduct check discloses that you have been subject to a serious misconduct investigation, Taumata Arowai will ask you to consent to the disclosure of additional details by the previous employer.

Do you consent to the disclosure to Taumata Arowai of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown entity employers for the last three years? This will usually be conducted at the preferred candidate stage.

Yes, I consent

No, I do not consent

I would like to discuss this before it is undertaken



Whākinga Hāmene | Disclosure of Convictions

Before completing the next section please read the guidance notes carefully and seek further information if required. Your answer to this question may depend on whether you are eligible under the Clean Slate scheme set out in the Criminal Records (Clean Slate) Act 2004.



Criminal Records (Clean Slate) Act 2004

The “clean slate” scheme is designed to allow individuals with less serious convictions who have been conviction free for at least seven years and who meet all other relevant criteria to put their past behind them. It enables eligible individuals to conceal convictions in most circumstances. The scheme came into force on 29 November 2004.

Individuals are able to request a copy of their criminal record from the Privacy Assistant of the Ministry of Justice to determine if they meet the criteria. If an individual is eligible under the scheme his/her convictions will be concealed. If the individual’s convictions continue to be on their criminal record, they do not meet the eligibility criteria.

- For further information refer to the Ministry of Justice website at: www.justice.govt.nz/services/criminal-records
- The Criminal Records (Clean Slate) Act 2004 can be downloaded for free from: www.legislation.govt.nz

Have you ever been convicted of a criminal offence (not covered by the Criminal Records (Clean Slate) Act 2004), or do you have any criminal charges pending in a civil or criminal court of law?

If ‘Yes’ please provide details:

(Please note that this may not disqualify you from employment but failure to disclose will be regarded as serious misconduct)



Whakapuakanga | Declaration

I declare that the statements made in this application, and any supporting information provided by me, are true and complete to the best of my belief.	Yes	No
I understand that if I have given incorrect or misleading information, or have omitted any pertinent information, I may be disqualified from appointment, or if appointed, I may be liable to be dismissed.	Yes	No
I agree that as part of the recruitment and appointment process, further checks may be undertaken as relevant to the role. These include but are not limited to reference checks, Ministry of Justice criminal history check, serious misconduct check, credit check, and registrations.	Yes	No
I declare that the qualifications stated in this application are true and complete and I will provide original transcripts upon request.	Yes	No



Mōhiohio Kanorautanga | Diversity Information

At Taumata Arowai we are committed to supporting an inclusive whānau that values diversity in line with our Kaupapa | purpose and tikanga | conventions. This information will be used to report on the demographics of our candidates and current employees and is not a part of your employment application. Your response is valuable to us, however if you do not wish to provide this information, please select “Prefer not to disclose”.



Ira | Gender

Female

Male

Another gender, please specify:

Prefer not to disclose



Mātāwaka | Ethnicity

Tell us a bit about the ethnic group/s you belong to. There’s also space for you to include any ethnic subsets you identify with i.e. *Fijian Indian*.

First ethnic group:

New Zealand Māori, include any iwi affiliations:

New Zealand European/Pakeha

Pasifika:

European (all locations):

Asian:

South American:

African:

Middle Eastern:

Other, please specify:

Prefer not to disclose

Second ethnic group:

New Zealand Māori, include any iwi affiliations:

New Zealand European/Pakeha

Pasifika:

European (all locations):

Asian:

South American:

African:

Middle Eastern:

Other, please specify:

Prefer not to disclose



Hauātanga | Disability

If you have a disability please specify:

Prefer not to disclose