

# Application form



The information you provide will be used for the selection process only, with the exceptions that if your application is successful then the information will form part of your personnel records. Please note that failure to supply the information could limit our ability to assess your suitability for the position.

Any appointment to a position is provisional pending the outcome of any checks and special requirements.

## Personal information

Name:

Address:

*Full street address*

*City / Postcode*

Phone number:

Email address:

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## General information

Which vacancy are you applying for:

*Position title*

Where did you first view this vacancy?

Taumata Arowai website

Seek

Govt Jobs

Newspaper

Agency website

Mahi

Word of mouth

Other:

Please outline your salary expectations:

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## Eligibility to work in New Zealand

By which method are you entitled 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):

## 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 any 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?

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## 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:



## 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 in two ways.

1. Reference checks – during the reference process for all preferred candidates, referees will be asked to confirm whether a candidate has been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, within the last three years.
2. Serious misconduct check – 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 reference check or 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.

For further information refer to Te Kawa Mataaho Public Service Commission website at [www.publicservice.govt.nz/resources/workforce-assurance/](http://www.publicservice.govt.nz/resources/workforce-assurance/)

**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

**Please provide a list of all previous Public Service and statutory Crown entity employers for the last three years:**

## 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.

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## 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.

Applicants can obtain a copy of the Ministry of Justice pamphlet about the scheme from a wide range of places including courts, police stations, community law centres and Citizens' Advice Bureaux.

- For further information refer to the Ministry of Justice website at: [www.justice.govt.nz/services/criminal-records](http://www.justice.govt.nz/services/criminal-records)
- The Criminal Records (Clean Slate) Act 2004 can be downloaded for free from: [www.legislation.govt.nz](http://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? Yes      No

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)*

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## 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, qualifications and registrations and work right verification. 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

## Diversity Information

At Taumata Arowai we are committed to building an inclusive whānau that leverages off and values diversity. This ensures that all our people feel included and empowered to bring their full self to work, including within their team and the output they create. We feel that attracting, engaging and fostering employees from different backgrounds and cultures is not only critical to our success and growth as a regulator, but is in line with our kaupapa and tikanga.

The information gathered below will be used to report on the demographics of our candidates and current employees, and is not considered as part of your application for employment. Your response to these questions is valuable to us as it helps us to know who we are reaching and how we can do better to involve a wider representation of Aotearoa in our whānau, however, if you do not wish to provide this information, please select “Prefer not to disclose”.

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## Gender

Female

Male

Another gender, please specify:

Prefer not to disclose

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## 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*.

### Main ethnic group/first preference:

New Zealand Māori, include any iwi affiliations:

New Zealand European/Pakeha

Pasifika:

European (all locations):

Asian:

South American:

African:

Middle Eastern:

Other, please specify:

### Secondary ethnic group/second preference:

New Zealand Māori, include any iwi affiliations:

New Zealand European/Pakeha

Pasifika:

European (all locations):

Asian:

South American:

African:

Middle Eastern:

Other, please specify:

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## Disability or health concern

If you have a disability or health concern, please specify: