

# 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?



## 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 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.

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)

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|--|-----|----|
| <b>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?</b> | 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)*



## Declaration

|   |     |    |
|---|-----|----|
| <b>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.</b> | Yes | No |
|---|-----|----|

|  |     |    |
|--|-----|----|
| <b>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.</b> | Yes | No |
|--|-----|----|

|   |     |    |
|---|-----|----|
| <b>I understand 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, credit check, qualifications and registrations and work right verification.</b> | Yes | No |
|---|-----|----|

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|---|-----|----|
| <b>I declare that the qualifications stated in this application are true and complete and I will provide original transcripts upon request.</b> | Yes | No |
|---|-----|----|