

## APPLICATION FOR EMPLOYMENT FORM

Thank you for your interest in employment with Te Kaahui o Rauru. Please complete this application form in full and forward to [vacancies@rauru.iwi.nz](mailto:vacancies@rauru.iwi.nz). Incomplete applications will not be considered. Please also submit an up-to-date Curriculum Vitae and Cover Letter. You may submit this information electronically – All shortlisted applicants will be required to sign off on this application. Further correspondence will be via email.

Vacancy:	
Closing date:	

<b>PERSONAL DETAILS:</b>			
Name:			
Preferred name:		Title:	
Address:			
Phone:			
Email:			
Date of Birth:		Gender:	
Other name(s) by which you are/ have been known			

<b>RESIDENT STATUS</b>	
Are you legally entitled to work permanently in NZ?	Yes/No
If not permanently entitled, what is the term of your work permit?	
Note: If you are shortlisted to attend an interview you will be required to provide evidence of your entitlement to work in NZ	

<b>DRIVER'S LICENCE</b>			
Do you have a current NZ driver's licence?	Yes/No	Licence Number	
Do you have any demerit points?	Yes/No	Class of licence	
If yes, please detail:			
Is there any matter pending that could affect your driver's licence?			Yes/No
If yes, please detail:			

<b>PREVIOUS CONVICTIONS:</b>	
Do you have any criminal convictions, and/or are you under investigation for any criminal matter including driving offences? You may not have to reveal certain convictions concealed by the Criminal Records (Clean Slate) Act 2004. If you are unsure please seek independent advice. You can also refer to <a href="http://www.justice.govt.nz">www.justice.govt.nz</a> for further information.	Yes/No
If YES please detail:	

EMPLOYMENT HISTORY: Please outline at least the past five years. You may include paid and unpaid work. Please complete in full			
DATES WORKED	EMPLOYER/ACTIVITY	POSITION HELD	REASON FOR LEAVING
Are you currently employed by Te Kaahui o Rauru?			Yes/No
If no, have you ever been employed by Te Kaahui o Rauru?			Yes/No
If yes, please provide dates and position/s held			

REFEREES: Please name at least three people, including your current employer, from whom Te Kaahui o Rauru can request confidential references. Please complete in full			
<b>1. Name:</b>		<b>2. Name:</b>	
Position/Title:		Position/Title:	
Email:		Email:	
Phone:		Phone:	
Relationship to you:		Relationship to you:	
<b>3. Name:</b>		<b>4. Name:</b>	
Position/Title:		Position/Title:	
Email:		Email:	
Phone:		Phone:	
Relationship to you:		Relationship to you:	
I consent to Te Kaahui o Rauru contacting the above referees		<b>Signature:</b>	

HEALTH & SAFETY REQUIREMENTS – The following questions are to ensure Te Kaahui o Rauru can provide a safe working environment for our kaimahi.	
Have you had your Covid -19 vaccination(s)? Or intend to be vaccinated?	First vaccination <input type="checkbox"/> Second vaccination <input type="checkbox"/> Booster <input type="checkbox"/> No vaccination <input type="checkbox"/> I intend to be vaccinated <input type="checkbox"/> (tick applicable)
Have you had, or do you have, an injury, medical condition or disability – for example, hearing loss, sensitivity to chemicals, repetitive strain injury etc – that could: 1. Effect your ability to carry out the tasks & responsibilities of the position you are applying for; and/ or 2. Be aggravated or further contributed to by the tasks and responsibilities of the position you are applying for?	Yes/No
If YES, please provide details:	
If you have answered YES to the above question, is there any specific services or facilities that we could provide to enable you to carry out the work duties safely?	Yes/No
If YES please provide details:	
Are you working, or do you anticipate working, in a secondary job?	Yes/No
If YES please provide details:	

**EQUAL EMPLOYMENT OPPORTUNITIES SECTION** All applicants are encouraged to voluntarily provide the following information. Please note that this is for statistical purposes only.

Gender	
Ethnicity	
Hapuu (if applicable)	
Iwi (if applicable)	

**POSSIBLE START DATE**

If you were successful for this position, when is the earliest date you could start?	
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**EFFECTIVENESS OF ADVERTISING** - please tell us where you heard about this vacancy:

<input type="checkbox"/> Te Kaahui o Rauru website	<input type="checkbox"/> Facebook
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Chronicle
<input type="checkbox"/> Trademe	<input type="checkbox"/> Seek.co.nz
<input type="checkbox"/> Other: (Please detail)	

**DECLARATION:**

1. I declare that the answers to the questions in this application are true and correct. Any false, misleading, or omitted material may disqualify me from appointment or if I am employed is grounds for dismissal.
2. I agree to such pre-employment checks as deemed necessary being undertaken by Te Kaahui o Rauru for the role I have applied for. I further understand that any subsequent offer of employment will be subject to satisfactory results being obtained from such pre-employment checks.
3. I understand that any offer of employment does not constitute an employment agreement until a separate agreement has been evidenced in writing and signed by Te Kaahui o Rauru and myself.
4. I am not aware of any personal circumstance, medical condition or disability that would limit my ability to adequately perform the role for which I seek appointment.
5. **Privacy Act 1993** - I understand that the information requested is sought to establish my suitability for the position that I am applying for. If I am employed this information will be placed on my personnel file and will form part of my employment conditions. If I am not employed this information will be stored securely for the following 12 months at which point it will be destroyed. I can request the correction or amendment of this information by contacting Te Kaahui o Rauru.
6. By returning this application electronically it is acknowledged that I fully agree with the above declaration. Applicants invited to an interview will be required to physically sign this declaration.

<b>SIGNATURE:</b> By typing your name here you have deemed to have signed this form		<b>DATE:</b>	
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