

APPLICATION FORM

Collection, Treatment and Storage of Your Personal Information

All personal information and documentation you provide in support of your employment application will be held securely by Creative New Zealand in compliance with the Privacy Act 1993. As well as the information collected in this Application Form, other personal information and documentation collected and held in relation to your employment application may include, but is not limited to, resumes, academic transcripts, interview notes and reference information.

All personal information and documentation collected by Creative New Zealand in support of your employment application will be only be used and/or disclosed for the purpose of linking you with your employment application.

All personal information and documentation collected by Creative New Zealand in support of your employment application will only be made available to those persons who are directly involved in the application and/or selection processes.

In the event that you do not provide some of the requested information in support of your employment application, Creative New Zealand will be required to determine the suitability of your application in absence of that information.

You may request removal of your personal information at any time. Otherwise it will be kept by Creative New Zealand Human Resources for six months (from date of receipt) before being securely destroyed, unless you have an application still in progress.

The Privacy Act 1993 provides you with the right to request access to and/or to seek corrections to any personal information about you held by Creative New Zealand.

In the event that you are offered and accept an offer of employment with Creative New Zealand, your information will become part of Creative New Zealand's employee records. This information will be held in confidence and not disclosed to anyone without your consent.

Please complete all of the following details.

A. PERSONAL DETAILS

Full Name _____

Alias (maiden or other name) _____

Preferred Name _____ Title Miss Ms Mrs Mr Dr

Gender Male Female

Postal Address _____ Home Address (if different) _____

Home Telephone _____ Mobile Telephone _____

E-mail Address: _____

Emergency Daytime Contact Person

Name _____ Telephone/mobile _____

*Have you previously been employed by the State Service Sector?

Yes No

**If yes, do you consent to the disclosure of all disciplinary history for serious misconduct, concluded and upheld or currently under investigation from all previous New Zealand State Sector employers for the last seven years?* Yes No

Have you been referred to Creative New Zealand by a recruitment/temp agency

Yes No

Creative New Zealand is committed to incorporating the principles of equal employment opportunities in its work and management practices. The following information is collected for Creative New Zealand's EEO policies and EEO reporting. Your answer is optional.

Ethnic Group (please tick one)

New Zealand European New Zealand Maori

Indian

Pacific Island (specify) _____

Asian (specify) _____

Other (specify) _____

B. ELIGIBILITY TO WORK IN NEW ZEALAND

Are you legally entitled to work in New Zealand? Yes No

Is your employment status in New Zealand subject to a work visa/ permit? Yes No

If yes, please confirm the expiry date of your current work permit: _____/_____/_____

Please note, your employment with Creative New Zealand is conditional upon you being legally entitled to work in New Zealand. You will be required to provide Creative New Zealand with evidence of your eligibility to work in New Zealand (i.e. passport or New Zealand birth certificate) and keep Creative New Zealand updated on any changes to your eligibility to work in New Zealand

C. CONFLICTS OF INTEREST

Do you have any interests that may conflict with the performance of the role for which you are applying?
(For example, this may include any activities or commitments that may or could be seen to conflict with that role).

Yes No

If yes, please provide details: _____

Have you worked for Creative New Zealand before? Yes No

If yes, what was your position and dates of employment?

Position: _____ Dates of employment: ____/____/____ to ____/____/____

D. EDUCATION/QUALIFICATIONS

This information is collected for career development and succession planning purposes.

Tertiary Qualification(s) Obtained	Major(s)	Year Completed
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_____	_____	_____
_____	_____	_____

Languages other than English

Language _____ Speak Read Write Translate

Language _____ Speak Read Write Translate

1. Do you permit Creative New Zealand, or its nominated agent, to carry out a check of your qualification history with any of the Education/Qualification providers listed in your CV? Yes No

E. HEALTH AND SAFETY RELATED ISSUES

Creative New Zealand takes the wellbeing of its employees very seriously. As we do not wish to place you at risk of harm, we need to know if your health condition(s) (IF ANY) could be exacerbated by the role/work you are applying for. Your responses will also help us determine whether any accommodations are required (e.g. workstation modifications).

1. Do you have any medical condition, illness or injury (past or present) that might affect your ability to perform the duties of the role you are applying for? Yes No

If yes, please provide details: _____

2. Do you have any medical condition, illness or injury (past or present) that may adversely affect your regular attendance at work? If yes, please give details Yes No

If yes, please provide details: _____

3. Do you have an injury, disability or illness that Creative New Zealand should be aware of to ensure your well-being in the workplace? For example: Epilepsy, Diabetes etc. Yes No

If yes, please provide details: _____

4. Have you had an injury, disability or illness that may be further aggravated by the tasks you may be required to perform in the role you are applying for? Yes No

If yes, please provide details: _____

5. Have you had any injury, disability or illness that may cause you any difficulties with safely completing any of the tasks of the role you are applying for? Yes No

If yes, please provide details: _____

6. Will you require any special services or facilities in order to satisfactorily perform the duties of the role you are applying for? Yes No

If yes, please provide details: _____

7. Have you had any injury, disability or illness caused by gradual process, disease, or infection – for example hearing loss, repetitive strain injury – which the tasks of the role you are applying for may aggravate or contribute to? Yes No

If yes, please provide details: _____

F. CRIMINAL CONVICTIONS OR IMPENDING ACTIONS

Creative New Zealand places great importance on its reputation, and on its ability to rely on its employees. An unsatisfactory criminal conviction(s) may impact on your suitability for employment with Creative New Zealand, therefore it is important that the information you provide below is accurate and complete. You are not obliged to declare certain offences which occurred more than 7 years ago under the Criminal Records Clean Slate Act 2004. If you have any doubts, please seek legal advice before completing this section.

1. Have you had any criminal convictions or been charged with any offences? Yes No
2. Have you ever been sentenced to a custodial sentence? Yes No
3. Are you aware of any circumstances that could lead to you being charged with or convicted of an offence that may impact on your suitability for the role? Yes No
4. Do you have any pending proceeding that may lead to a criminal conviction? Yes No
5. Have you been the subject of diversion by the courts? Yes No
6. Have you had a judgement, including findings in relation to fraud, misrepresentation or dishonesty, given against you in any civil or criminal proceedings in the period prior to your commencement? Yes No
7. Do you consent to a credit check? Yes No
8. Are you currently the subject of an investigation by a law enforcement agency or other government agency? Yes No
9. Do you consent to a criminal history check through the Ministry of Justice? Yes No

If you answered 'yes' to any of the above questions in this section, please further details:

G. DECLARATION

I understand and agree that:

- The completion and submission of this form does not mean that Creative New Zealand is under any obligation to employ me.
- An offer of employment/contract for service is not deemed to be valid unless formally made in writing by an authorised representative and signed by me as an acceptance of the offer and the conditions set out within.
- All information provided in this form is essential to Creative New Zealand in considering my suitability for employment/engagement, and in assessing the terms and conditions of my employment/engagement. Any misrepresentation or omission in this form will result in an unsuccessful application or, if already employed/engaged, immediate termination of employment/contract, or a change to those terms and conditions of employment/contract.
- All information I have provided to Creative New Zealand is accurate, complete and correct, and I have not omitted any information that could affect Creative New Zealand's decision to employ me.
- I authorise Creative New Zealand to contact my referees, previous employers, and any education providers, listed on my CV or this form, to gather any information required to consider my suitability for employment/engagement.

Name: _____

Signed: _____

Date: ____/____/____