**APPLICATION FOR EMPLOYMENT**

**Tēnā koe,**

Attached is an Employment Application form which you are requested to complete personally in your own handwriting. Please return your completed application form, along with your

* **Covering Letter**
* **an updated copy of your Curriculum Vitae**
* **consent to a Police check**
* **and names of two referees of which one must be someone you report directly to.**

Your application can be addressed to:

**Sonia Paul**

**Tēnei Au Manager**

**Email Address:** [**TeneiAu.Manager@gmail.com**](mailto:TeneiAu.Manager@gmail.com)

The application form is a source of information which will be used by Ki Te Wheiao to assist in considering your suitability for the position for which you are applying.

If successful, such information shall form part of Ki Te Wheiao personnel records. Failure to supply the information requested would prejudice Ki Te Wheiao ability to assess your suitability for the position.

Information relating to unsuccessful applications shall be retained by Ki Te Wheiao for a period of twelve (12) months. This information is held by Ki Te Wheiao Managing Director at our premises. In accordance with the Privacy Act 1993, you are entitled to access this information upon request.

|  |  |
| --- | --- |
| PERSONAL DETAILS | |
| Position Applied For |  |
| First Names |  |
| Surname |  |
| Date of Birth |  |
| Residential Address |  |
|  |
|  |
| Postal Address (if different from above) |  |
|  |
|  |
| E-mail Address |  |
| Home Number |  |
| Work Number |  |
| Mobile Number |  |
| Are you legally entitled to work in New Zealand | □ Yes □ No |
| Do you have NZ citizenship, permanent residency or a current work permit?  Note: If you are not a NZ Citizen, it will be necessary to produce your passport to verify your entitlement to work. | □ Yes □ No |
| How did you learn of this vacancy? |  |
| HAVE YOU WORKED FOR THIS ORGANISATION BEFORE? | |
| If yes, when? |  |
| Do you have secondary employment? | □ Yes □ No |
| If yes, please give details |  |
|  |
| DRIVERS LICENCE DETAILS |  |
| Do you hold a valid NZ Drivers Licence? | □ Yes □ No |
| If yes, what type of licence do you hold? | □ Learners □ Restricted □ Full |

|  |  |
| --- | --- |
| CURRENT EMPLOYER | |
| Company |  |
| Address |  |
|  |
|  |
| Phone Number |  |
| Position |  |
| Main Duties |  |
|  |
|  |
| Length of Service |  |
| Reason for Leaving |  |
|  |
|  |
| PREVIOUS EMPLOYER |  |
| Company |  |
| Address |  |
|  |
|  |
| Phone Number |  |
| Position |  |
| Main Duties |  |
|  |
|  |
| Length of Service |  |
| Reason for Leaving |  |
|  |
|  |

|  |  |
| --- | --- |
| COMMENCING WORK | |
| If this application is successful, when could you start work? |  |

|  |  |
| --- | --- |
| REFEREES | |
| If you are selected for an interview you will be required to provide contact names and details of two (2) recent employers.  You will also be required to obtain consent from them for us to be able to discuss your application with them. | |
| 1. Referee Name |  |
| Position |  |
| Company |  |
| Address |  |
|  |
|  |
| Phone Number |  |
| 2. Referee Name |  |
| Position |  |
| Company |  |
| Address |  |
|  |
|  |
| Phone Number |  |
| If you were invited to attend an interview, will you bring whanau/support with you? | □ Yes □ No |

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| --- |
| CONSENT |
| **I consent** to Ki Te Wheiao seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees.  **I authorise** the information sought by Ki Te Wheiao to be released for the purpose of ascertaining my suitability for the position I am applying for.  **I understand** that the information received by Ki Te Wheiao is supplied in confidence as evaluation material only.  Signature: Date: |
| DECLARATION |
| **I declare** that the answers to the questions in my application are true and correct and that any incorrect or misleading information or suppression of material facts on this form or on any other document (e.g. CV) may lead to disqualification or if appointed, to termination of employment.  **I accept** that should my application be successful the foregoing will form part of my employment agreement.  **I understand** that if I am offered a position it will be provisional until such time as original documentation verifying experience, qualifications and entitlement to work is produced.  Signature: Date: |