

Application Form for Employment

This application form, applicant declaration form, and competencies questionnaire is designed to collect information to support the selection process for employment with Rangitikei District Council. Please complete the application form in full in addition to providing your CV and covering letter.

This information is collected in accordance with the Privacy Act 2020 for the purpose of assessing your suitability for employment with Rangitikei District Council. If your application is successful, this form, together with any supporting documentation, will be retained on your personal file. If your application is unsuccessful your application and supporting documentation will be retained for 12 months after which time it will be confidentially destroyed. You have the right of access to any personal information and to request any correction you think necessary to ensure its accuracy.

Position applied for: _____

PERSONAL DETAILS

Full name:			
Preferred first name:			
Address:			
Home phone:			
Mobile phone:			
Email:			

EMPLOYMENT HISTORY

(List most recent employer first. Further employers may be supplied in CV)

Name of employer:			
Position held:			
Start date:		End date:	
Reason for leaving:			
Name of employer:			
Position held:			
Start date:		End date:	
Reason for leaving:			

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Reason for leaving:			
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QUALIFICATIONS

Educational Institution:			
Qualifications (or part) obtained:			
Dates (from/to):		Year of completion (if applicable):	
Educational Institution:			
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Qualifications (or part) obtained:			
Dates (from/to):		Year of completion (if applicable):	

REFEREES

We may contact referees to verify the information you provide as part of the application process. Please ensure that at least one of your referees is your manager/supervisor from your current or most recent employer. Referee checks are generally conducted at the final stage of the selection process and we will inform you prior to contacting your current employer.

By signing this application form you are giving permission for Rangitikei District Council to seek verbal or written information about you from the referees nominated below, and authorise the information to be released to those involved in the selection process. Please note that referee reports will remain confidential to Rangitikei District Council and will not normally be available to you.

Name of referee:			
Organisation:			
Position held:		Relationship to you:	
Contact numbers (day):			
Name of referee:			
Organisation:			
Position held:		Relationship to you:	
Contact numbers (day):			

GENERAL DECLARATION

Do you hold a current, New Zealand drivers' licence?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the number:			
Type:	<input type="checkbox"/> Learner	<input type="checkbox"/> Restricted	<input type="checkbox"/> Full
Classes held:			
Are you a New Zealand Citizen, Permanent Resident, or hold a valid NZ work visa?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of visa held:		Expiry date of visa:	
Do you know of any reason why, if appointed to this position, you would not be able to attend work regularly?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If your application for employment is successful, how long after receipt of offer could you commence employment?			

GENERAL DECLARATION

Do you currently have, or have you ever had, any injury caused by gradual process, eg. Hearing loss, OOS, back strain or pain; or, any other injury, disability, or medical condition (including disease, infection, or physical or mental condition or disorder), eg. anxiety disorder, depression, post traumatic stress disorder, asthma, diabetes, heart condition, high blood pressure, sensitivity to chemicals, or allergies, which may be aggravated by the requirements of the position (as in the job description) or which may prevent you from carrying out all or part of the requirements of the position in the short, medium or long term?:

Yes No

If yes, please provide details:

CRIMINAL OFFENCES DECLARATION

The declaration of a criminal conviction or traffic offence will not necessarily impact on your suitability for employment. Any convictions and/or offences declared will be considered in the first instance by the People and Performance Department against Rangitikei District Council criteria in line with the job description for the position you are applying for.

You may also be required to undergo a criminal history check through the Department of Courts as part of the recruitment process. Please note that any false or misleading information given in relation to the questions asked below may result in the termination of your employment.

Have you ever been convicted of any criminal offence or serious traffic offence, which would not be withheld under the Criminal Records (Clean Slate) Act 2004? (See list below):

Yes No

If yes, please provide details:

Have you ever been subject to a police investigation?

Yes No

If yes, please provide details:

Do you have any criminal charges pending in any country (other than minor traffic offences)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:		

CRIMINAL RECORDS (CLEAN SLATE) ACT 2004

To be protected by the Criminal Records (Clean Slate) Act 2004, you must meet all conditions in Section 7 of the Act (set out as a summary below), before your convictions can be withheld. Convictions not meeting these requirements should be declared on this form.

You must have:

- No convictions within the last seven years; and
- Never been sentenced to a custodial sentence, eg. imprisonment, corrective training, borstal; and
- Never been ordered by a Court following a criminal case to be detained in a hospital due to your medical condition, instead of being sentenced; and
- Not been convicted of a "specified offence" (eg. sexual offending against children and young people or the mentally impaired); and
- Paid in full any fine, reparation, or cost ordered by the court in a criminal case; and
- Never been indefinitely disqualified from driving under section 65 Land Transport Act 1998, or earlier equivalent provision.

Do you currently have any demerit points against your drivers' licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you awaiting the hearing of charges for a criminal, or serious traffic offence in a civil or criminal court of law?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATION

By submitting this form, I declare that the answers I have given in this Application for Employment form, including the Health Declaration and Criminal Conviction, Traffic Offence, and Charges Pending questions are true and correct to the best of my knowledge. I understand that if Rangitikei District Council employs me and it is found that the information I have provided is untrue or misleading, or any material fact suppressed, I may face disciplinary action, which may result in the termination of my employment.

Signature: _____

Date: _____