



APPLICATION FOR EMPLOYMENT FORM

Confidential: Application for Employment

Kia ora, welcome and thank you for your interest in a role with our Organisation. This application assists us to assess your suitability for the advertised position. Please ensure that you fill this out on your own account and **complete all sections** of this application form **in full**. In addition to this application form, please also provide your current Curriculum Vitae (CV), a covering letter explaining why you wish to work for us and scanned copies of any relevant qualifications essential to the role you are applying for. Note: The completion of this form does not indicate that our Organisation is obliged to employ the applicant.

Your completed application form, and all information provided during the recruitment process will be kept in our confidential files for no longer than a year. You have a right of access to personal information in this form and to seek correction you believe is necessary for accuracy. Your information will be held at: Anglican Centre, cnr Raffles and Bower Streets, P O Box 227, Napier

The above information is provided in accordance with the Privacy Act 1993.

What position are you applying for?	
What is it about the nature of our organisation that attracts you?	
What experience have you had in similar faith based organisations?	

Personal Information – please print in block letters

First Names		Surname	
Preferred Name		Known by any other names?	
Address:			
Phone:	Home:	Work:	Mobile:
Email:			
(A copy of your Birth Certificate or Passport may be required if employment is offered to you)			

Document Code	Document Owner	Approval Date	Review Date	Version
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Work Status

Are you a New Zealand Citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have the right of permanent residence in New Zealand?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a work permit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

You will be required to provide evidence of your entitlement to work in NZ (i.e. production of a work permit or residency papers)

Education

Name of School/Technical Institute/ University, etc.	Dates Attended		Qualifications Obtained
	From	To	

Occupational Qualifications and Experience

Do you have any qualifications relevant to the position for which you are applying Yes No

If so, give details

Please describe any knowledge/skills and experience you possess which may be relevant to the position for which you are applying

If so, give details

What computer skills do you have that are relevant to the role you are applying for?

Employment Record

List your current or most recent employer first. Include periods of employment, travel and full-time study. (For further employment records, please continue on a separate sheet.). Reasons for leaving must be completed. **This section must be completed even if details are shown on an attached CV.**

Current/Past Employer			
Period Employed:	From:		To: <input type="text"/>
Position:			

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Reporting to:	
Responsible for	
Reason for Leaving:	
Current/Past Employer	
Period Employed:	From: <input type="text"/> To: <input type="text"/>
Position:	
Reporting to:	
Responsible for	
Reason for Leaving:	
Current/Past Employer	
Period Employed:	From: <input type="text"/> To: <input type="text"/>
Position:	
Reporting to:	
Responsible for:	
Reason for Leaving:	
Have you ever worked for our organization before? (If yes, please provide location, dates and role)	
Do you have secondary employment? (If yes, please provide details of days and hours)	

Referees

You are required to provide **at least two** referees, preferably from your most recent employment and the Manager you reported to.

Name of Person to Contact	Position/Relationship to you (e.g. Manager I reported to)	Phone Number

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I consent to Anglican Care Waiapu or Anglican Diocese of Waiapu, seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information sought to be released for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by Anglican Care Waiapu or Anglican Diocese of Waiapu is supplied in confidence as evaluative information, and as such will not be disclosed to me.

Signature

Date:

Health Issues

Do you have any known health condition, receiving medical treatment and/or medication of any kind, which may affect your ability to effectively carry out the functions and responsibilities of the

Yes

No

If Yes, give details

Have you suffered any serious injury, illness or gradual process condition that may be aggravated or affect your ability to effectively carry out the physical requirements, functions and responsibilities of the position applied for (e.g., a previous back injury, carpal Tunnel, Tennis Elbow or other repetitive

Yes

No

If Yes, give details

Are you on any medication which may affect your performance in the position that you have applied for?

Yes

No

If Yes, give details

Drivers Licence

Do you hold a current full New Zealand Driving Licence?

Yes

No

If Yes, Number:

Class:

Expiry Date:

No. of Demerit Points:

Has your Driver Licence been cancelled within the last five years?

Yes

No

Is there any matter pending which could affect the status of your Driver Licence?

Yes

No

What transport arrangements do you have to attend your potential place of employment?

General

Subject to the provision of the Criminal records (Clean Slate) Act 2004, have you ever been convicted of a charge in a court of law?

Yes

No

If Yes, give details

Are you currently awaiting the hearing of any of any criminal or civil charges ?

Yes

No

If Yes, give details

Additional Information

If this application is unsuccessful, do you consent to having your details held on file for a period of 6 months to be assessed for suitability of other vacancies that may arise if appropriate?

Yes

No

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If your application is successful, when could you start work?

Declaration

I,

(full name)

1. Declare that the answers to the questions in the application are true and correct and I understand that the information requested within this application form is sought to establish my suitability for the position that I am applying and that if I do not provide such information then this application for employment may be rejected.
2. Authorise any screening processes that Anglican Care Waiapu or Anglican Diocese of Waiapu sees fit to exercise in considering this application. I understand this process may include employer references and checking of criminal and medical records.
3. Note that any offer of employment does not constitute an employment agreement until a separate agreement has been evidenced in writing and signed by Anglican Care Waiapu or Anglican Diocese of Waiapu and myself.
4. 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. Accept that, should my application be successful, the foregoing information will form part of my contract of employment and falsification of any information is grounds for dismissal.
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 sign this declaration

Signature

Date:

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