

STRICTLY CONFIDENTIAL



APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Position applied for:

This information is collected for the purpose of assessing your suitability for employment with **Tūhoe - Te Uru Taumatua**. If your application is successful this form will be retained by **Tūhoe - Te Uru Taumatua** and the information used for induction and during your employment. If you are unsuccessful, this form and other application material will be destroyed after three months.

SECTION 1 Personal Information *(Please print)*

Given Names:	Surname:
Date of Birth:	
Residential Address:	
Mailing Address:	
Phone:	Cell Phone No:
Email:	Iwi Affiliation(s):
Next of Kin	
Name:	Relationship:
Address:	
Phone:	Cell Phone No:

SECTION 2 Referees *(Please give details of two people we can contact for references, preferably one of which is your current or most recent employer)*

Name:	Phone:
Name of Organisation of Referee:	
Referee Position:	Email:
Relationship:	
Name:	Phone No:
Name of Organisation of Referee:	
Referee Position:	Email:
Relationship:	
I give permission for Tūhoe - Te Uru Taumatua to contact the above referees Yes <input type="checkbox"/> No <input type="checkbox"/>	

SECTION 3 General

How did you learn about this vacancy? Please state the name of the publication.

Do you intend to engage in other paid work whilst employed in this position? Yes ☐ No ☐

Would you be prepared to work as, and where, directed? Yes ☐ No ☐ Possibly ☐

Would you be prepared to travel? Yes ☐ No ☐ Possibly ☐

Do you have a current full drivers licence? Yes ☐ No ☐

If selected for this position what date could you start:

SECTION 4 Tūhoe - Te Uru Taumatua

Are you currently employed by Tūhoe - Te Uru Taumatua? Yes ☐ No ☐

If yes, when?

Do you know any person currently employed by this Organisation? Yes ☐ No ☐

If yes, give details:

Have you ever been employed by Tūhoe- Te Uru Taumatua? Yes ☐ No ☐

If Yes, give position title and location:

SECTION 5 Pre-Employment Screening

If your application is successful you may be required to undertake relevant pre-employment screening such as credit, criminal and police vetting (Vulnerable Children Act 2014). Failure to disclose convictions is likely to disqualify you from employment with Tūhoe – Te Uru Taumatua or, if you have been employed, may lead to the termination of your employment. Tūhoe – Te Uru Taumatua is a drug and alcohol-free workplace and carries out pre-employment drug screening as part of its recruitment process. A negative pre-employment screening result is required for the successful candidate

Have you been convicted of any offence, in New Zealand or overseas, within the last 7 years?

(Do not include minor traffic infringement notices such as parking offences). Yes ☐ No ☐

If yes, give details:

Are you awaiting the hearing of charges in a court? Yes ☐ No ☐

If yes, give details:

I give authorisation for Tūhoe - Te Uru Taumatua to conduct any relevant pre-employment screening as described in section five.

Yes ☐ No ☐

SECTION 6 Residency

Are you a New Zealand Citizen or Permanent Resident? Yes ☐ No ☐

If yes, could you provide evidence if required? Yes ☐ No ☐

If no, do you have a current work permit? Yes ☐ No ☐

If yes, what dates does it cover? From - to:

Please attach a copy of your passport/work visa to your application.

SECTION 7 Medical

Do you currently have, or have you ever had, a medical condition caused by gradual process, or an injury, illness or disability that could reasonably be expected to affect your ability to carry out the work of the position applied for or could reasonably be expected to be aggravated or contributed to by the work of the position applied for? **Yes** ☐ **No** ☐

If yes, give details:

DECLARATION

I, _____ declare that, to the best of my knowledge:

- The information I have provided in my application for employment (including my CV and cover letter) is accurate, complete and correct.
- I have not omitted any information that could affect Tūhoe - Te Uru Taumatua decision to employ me.

I also acknowledge that any deliberate misrepresentation or omission in this application will be justification for refusal of employment, or if I am employed, for the immediate termination of my employment.

I also authorise Tūhoe - Te Uru Taumatua to seek information from the referees named above in order to verify the accuracy of the information contained in this application form and associated application documents, and obtain other relevant information relating to my suitability for employment.

I also authorise Tūhoe - Te Uru Taumatua to conduct a credit check and a criminal records check (if applicable).

Signed: _____ Date: _____