



## Connecting Communities Wairarapa

### Application for Employment

*(Confidential)*

PRIVACY ACT 1993: The information which you supply on this form is used to assess your suitability for employment with us. This information will be held secure in our Personnel Files and under our rules of access, no information will be disclosed to third parties without authorisation, except as required by law. You have right of access to personal information and the right to seek correction of information to ensure that it is accurate.

VULNERABLE CHILDREN ACT 2014: Connecting Communities Wairarapa (CCW) has employment positions that are defined as Children's Workers. CCW will complete full safety checks as a part of their recruitment process on preferred applicants prior to confirmation of appointment. If you are applying for a position that is defined as a Children's Worker you will be advised of the additional information you are required to bring to interview. This information will relate to confirmation of your identity, qualifications, professional membership, references and consent to police checks.

#### Section 1: Personal details

<b>Position Applied for:</b>	<b>Location:</b>
<b>First Name:</b>	<b>Surname:</b>
<b>Preferred name:</b>	<b>If known by any other name?</b>
<b>Address</b>	<b>Postal Address (if applicable)</b>
<b>Phone Numbers</b> Home:	<b>Email address</b>

Mobile:	
Other: (please specify)	

**Section 2: Qualifications** please provide details of relevant qualifications

Qualification	Training Institute/Organisation	Date

**Section 3: Professional Registration** please detail relevant membership/registration to professional bodies.

Professional Body	Membership/Registration No.	Date registration renewal

**Section 4: Employment History** please add rows as required

Name & address of employer	Period of employment Full time/Part time. Dates from when to when	Position held	Key responsibilities	Reason for leaving



<p>In providing us with these names you authorise Connecting Communities Wairarapa to collect personal information about you which is directly related to this application. We will not approach these referees prior to interview and will seek your consent before speaking to them.</p>		

**Section 7: General Information** Please complete detail and circle Yes/No where relevant

<p>Do you have a current driving licence? <i>If yes, please provide licence number:</i></p>	Yes	No
<p>Have you been convicted of any criminal offence in the last 7 years? <i>If yes, please provide details:</i></p>	Yes	No
<p>Do you have <u>any</u> criminal proceedings pending? <i>If yes, please provide details:</i></p>	Yes	No
<p>Have you ever been declared bankrupt or had a company in which you were a director put into liquidation?</p>	Yes	No
<p>Are you legally entitled to work in New Zealand?</p>	Yes	No
<p>Have you been subject to disciplinary or complaints process in your employment during the past 5 years. <i>If yes, please provide details:</i></p>	Yes	No
<p>Do you have any health problems that may impair your performance in this position? <i>If yes, please provide details:</i></p>	Yes	No

**Section 8: Declaration**

I CERTIFY that the above information is, to the best of my knowledge, true and correct and authorise investigation of all information contained herein. I understand that if I have given false or misleading information or if I have left out any important information, I may not be considered for appointment. If I am appointed before the inaccuracies are discovered, my employment may be terminated. I understand that in some situations, providing false information may amount to an offence under the Crimes Act. I understand that if I accept employment I will be required to sign an Individual Employment Agreement.

<b>Applicant Name</b>	
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<b>Applicant Signature</b> (electronic signature accepted prior to interview)	
<b>Date</b>	