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| Application for Employment | **Position Title:****Vacancy Number** | **Executive Assistant****IN003** |

**APPLICANT INFORMATION**

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |       |  | First name(s) |       |

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| --- | --- | --- | --- | --- | --- |
| Address: |       |  | Phone: |       | (wk) |
|  |       |  |  |       | (hm) |
|  |       |  |  |       | (mb) |

**Entitlement to Work in New Zealand**

You must be legally entitled to work in New Zealand (this means having New Zealand citizenship, permanent residency or a work permit).

Are you:

[ ]  New Zealand Citizen

[ ]  Permanent Resident of New Zealand

[ ]  Work Permit Holder

*Please note that you may be asked to show evidence of your entitlement to work in New Zealand.*

**Health**

Do you currently have, or have you ever had, a medical condition caused by gradual process, injury, illness or disability that could reasonably be expected to affect your ability to carry out the work of the position applied for; or which could reasonably be expected to be aggravated or contributed to by the work of the position applied for?

[ ]  Yes, please specify:

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|       |

[ ]  No

*Please note that this information is required to assist us in meeting our obligations to provide a safe workplace for staff. Declaration of a medical condition will not rule you out of consideration.*

**Criminal Offence(s)**

Have you ever been convicted of any offence or do you have any criminal charges pending or under investigation (apart from parking offences)?

[ ]  Yes, please specify:

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|       |

[ ]  No

*This question is subject to the provisions of the Criminal Records (Clean Slate) Act 2004. This Act gives eligible individuals the right, in some circumstances, to withhold information about their convictions if there have been no convictions within the last 7 years. For further information you can refer to the Ministry of Justice website –* [*www.justice.govt.nz*](http://www.justice.govt.nz) *– or seek independent legal advice from your solicitor or your local Community Law Centre.*

**Authorisation and Declaration**

In accordance with the Privacy Act 1993, Te Puni Kōkiri agrees to maintain the information provided by you in a confidential and secure manner. The information will only be used for the purpose of assessing your suitability for the position you have applied for. The information provided will not be disclosed to third parties without your authorisation, except in a review of appointment situation or as otherwise required by law.

I understand that incorrect or misleading information on this form or imparted by me to the selection panel either at interview or in documentation supplied by me, may result in me being disqualified from appointment or, if appointed, subsequently dismissed.

I further authorise Te Puni Kōkiri to contact my identified referees to collect information to assess my suitability for employment in this position with Te Puni Kōkiri. I also authorise the identified referees to disclose such information to Te Puni Kōkiri for the same purpose.

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| Signed: |       |  | Date: |       |

*Please note that if you are sending your application electronically, by typing your name here you will be “electronically signing” this form.*

**Monitoring our Advertising**

Please tell us where you heard about this vacancy:

[ ]  Te Puni Kōkiri website

[ ]  Government Jobs Online

[ ]  Newspaper advertising

[ ]  Recruitment agency

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|       |

[ ]  Word of mouth

[ ]  Other, *please specify*