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| APPLICATION for employment |
| *Please read and complete all sections of this form before you sign and date it.* |

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| **Position applied for** | | | |  | | | | | |
| **personal details** | | |  | | | | | | |
| **Last name** | | |  | | | | | | |
| **First name(s)** | | |  | | | | | | |
| **Address** | | |  | | | | | | |
| **Email address** | | |  | | | | | | |
| **Home**  **phone** | | | **Work phone** | | |  | | **Mobile**  **phone** |  |
| **ELIGIBILITY TO WORK**  **IN NEW ZEALAND** | | | | | *Note for external applicants: To be legally entitled to work in New Zealand you should be a New Zealand (NZ) citizen, or have Permanent Resident status, or have a current work permit.* | | | | | |
| Are you a NZ citizen? | Are you a permanent  resident of NZ? | Do you hold a  work visa? | | | | | Have you started the immigration process?  Yes  No | | | |
| **referees** | | | | Please provide details of **three referees** – two work-related and one character – who we can discuss your application with. | | | | | |
| **Referee 1 (work related)** | | | |  | | | | | |
| Name | | | |  | | | | | |
| Job title | | | |  | | | | | |
| Name of organisation | | | |  | | | | | |
| Telephone number | | | |  | | | | | |

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| **Referee 2 (work related)** | |  | | | | | |
| Name | |  | | | | | |
| Job title | |  | | | | | |
| Name of organisation | |  | | | | | |
| Telephone number | |  | | | | | |
| **Referee 3 (character)** | |  | | | | | |
| Name | |  | | | | | |
| Job title | |  | | | | | |
| Name of organisation | |  | | | | | |
| Telephone number | |  | | | | | |
| **criminal convictions** | | *Note: If you are successful in securing this position, you will be required to complete a Ministry of Justice Criminal Conviction Check. This will be given to you at a later stage. For the following sections, answering ‘yes’ will not exclude you from being considered for the position.* | | | | | |
| Have you ever been convicted of any criminal offences that are not concealed under the Criminal Records (Clean Slate) Act 2004 (including benefit fraud, but not parking offences)? | | | | Yes | | No | |
| If yes, please give all relevant details for each conviction not concealed by the Criminal Convictions (Clean Slate) Act 2004 | | | | | | | |
| Do you have any criminal charges pending or under investigation (including benefit fraud)? | | | | Yes | | No | |
| If yes to either of the above please give brief details. | | | | | | | |
|  | | | | | | | |
| **CREDIT HISTORY** | *Note: due to the nature of the organisation, if you are successful in securing this position, you will be required to complete a credit history check report.* | | | | | |
| Do you have a clear credit history? This includes not having bankruptcy on your credit record. | | | Yes | | No | |
| If no, please give brief details | | | | | | |
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| **PRE-EXISTING CONDITIONS** | | |
| Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the job may aggravate or contribute to, or that may affect your ability to carry out the work of the position applied for? Letting us know that you have a medical condition or disability will not exclude you from being considered for the position. | Yes | No |
| If yes, please give brief details | | |
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| **Authority & Declaration** | | *We need your authority to process your application.* | | | |
| I have truthfully completed all sections of this application. I understand that providing misleading information or failing to tell the truth may be grounds for dismissal.  I authorise Education Payroll Ltd to collect personal information about me from my referees (if I am shortlisted or the preferred applicant) to assess my suitability for employment with Education Payroll and pre-employment checks, and I authorise Education Payroll Ltd to disclose the necessary information to my referees for this purpose. I also authorise the referees I have named to disclose all relevant information to Education Payroll Ltd for the same purpose.  I acknowledge that information collected from me may be used for the selection process and where any review of appointment is sought.  **If you are completing this form online we will ask you to sign this form if you are interviewed.** | | | | | |
| **Signature** |  | | | **Date** |  |
| **External Applicants** | | | **Authority to release information to an Education Payroll Ltd  third-party providers** | | |
| I also authorise Education Payroll Ltd to release my details to relevant Education Payroll Ltd third-party providers, eg vendors who process the requests on behalf of Education Payroll Ltd.  **If you are completing this form online we will ask you to sign this form if you are interviewed.** | | | | | |
| **Signature** |  | | | **Date** |  |