

HURUNUI DISTRICT COUNCIL APPLICATION FOR EMPLOYMENT



CONFIDENTIAL

Please complete this application form in full. The information you provide will be used by the Hurunui District Council to assist in considering your suitability for the position for which you are applying. The completion of this form does not indicate any obligation on the Council to employ you.

If successful, this information will form part of your personnel records. If unsuccessful, the application form will be kept for a maximum period of three months from the time an appointment is made.

Under the Privacy Act 1993 you have the right to access your personal information held by the Council, and to correct that information. Requests for access and correction should be made through the Council's HR Department.

PERSONAL DETAILS

Position Applied for:

First Names: Surname:

Preferred Name Email:

Telephone: Home Mobile

Work.....

Residential Address

Mailing Address (*if different*)

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LEGAL WORK STATUS

Are you legally entitled to work in New Zealand? YES NO

If you are not a New Zealand citizen, do you have permanent residence status or a current work permit? (It will be necessary to produce your passport and support documents for verification.)

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If you are entitled to work because you have a work permit, please indicate when this permit expires.

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EDUCATION AND TRAINING

Education / Qualifications / Training

Please list most recent. Further information may be supplied in your CV. Verification of qualifications will be required if you invited to an interview.

Date (from – to)	Institution / Provider	Qualification / Course Details

Professional Memberships (and any offices held):

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Additional studies planned:

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Details of hobbies, interests, sports clubs, community activities:

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EMPLOYMENT HISTORY

Name of Current Employer:

Address: Phone:

Position:..... Length of service:

Notice required:

Can we contact your current employer for the purposes of reference checking? YES NO

If yes, please provide details: Name:

Phone: Position:

Have you previously been employed by Hurunui District Council? (If yes, please provide details)

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EMPLOYMENT HISTORY

Please list (in order) your last three employers (excluding the present one). Voluntary and work experience may also be included.

Employer:

Position Held:

Date Begun: Ceased:

Description of Duties:

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Reason for leaving:

Employer:

Position Held:

Date Begun: Ceased:

Description of Duties:

.....

Reason for leaving:

Employer:

Position Held:

Date Begun: Ceased:

Description of Duties:

.....

Reason for leaving:

REFEREES

Please give name and contact phone number of at least two recent work related referees, preferably where there has been a direct reporting relationship (i.e. supervisor or manager).

Name:	Position/Relationship:	Contact Phone Number:
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KEY COMPETENCIES

How would your past colleagues describe your communication skills?

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How would your past colleagues describe your personality and work ethic?

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What does going the extra mile for customers mean to you?

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Describe what team work means to you?

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OTHER INFORMATION

Why is this position of interest to you?

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What skills and personal qualities do you believe you have which make you the most suitable candidate for this position?

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My greatest achievement has been:

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The position I enjoyed most was at:

Because:

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The position I enjoyed least was at:

Because:

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What are your strong points?

What are your weak points?

What are your short and long term objectives?

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Why do you want to work at the Hurunui District Council?

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How did you find out about this vacancy?

Please be specific as to which newspaper / website etc

HEALTH / MEDICAL

In order to minimise the risk of health concerns arising, it is necessary for us to seek the following information as part of our assessment of your ability to carry out the employment tasks of the position you are applying for.

Any false information given in relation to your health may disqualify you from cover for work related personal injuries under the provisions of the Accident Insurance act 1998.

Please provide details of any musculoskeletal injury (sprains, strains, occupational overuse syndrome, or RSI in your hands, wrists, arms shoulders, neck, upper or lower back) regardless of whether or not you have sought medical treatment for the injury:

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Please provide details of any other injury, or medical condition which could either affect your ability to carry out, or be further contributed to, by the tasks of this job.

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Do you agree to undergo a medical examination by a doctor nominated by the Hurunui District Council if required?

YES NO

DRIVING

In order to drive Council owned vehicles, the following information is required:

Do you have a current drivers licence? YES NO

If yes, Number: Class(es): Demerit Points:

Has your licence ever been endorsed? YES NO

If yes, give brief details:

Do you have any case(s) pending which could affect your licence? YES NO

CONVICTIONS AND PROCEEDINGS

Should you be successful, you will be required to complete a "Consent to Disclosure of Information" form authorising any information, including criminal and traffic records held on your file by NZ Police, be forwarded to Hurunui District Council.

If any false information is given deliberately, or any information suppressed, your employment may be terminated.

Do you have any criminal convictions (not including any concealed under the Criminal Records "Clean Slate" Act)? YES NO

If yes, please provide details:

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Are you currently awaiting the hearing of charges in any court or tribunal? YES NO

If yes, please provide details:

DECLARATION

I (full name) declare that to the best of my knowledge, all representations made by me in applying for this position are true and correct and I have not deliberately failed to disclose any matter which may materially influence the council's decision to employ me. I understand that if any false information is given, or material facts suppressed, I may not be accepted or if I am employed, this will be considered serious misconduct and I may be summarily dismissed.

I further understand that any offer of employment, if made is conditional on the return of a NZ Police Records Check to the satisfaction of Hurunui District council. Until then, my employment will be provisional only. I will not become a permanent employee until such time as the Hurunui District Council has confirmed to me in writing, that it is satisfied with the NZ Police Records Check.

..... Signature Date