

Job Application Form

Version: February 2018

This is a Job Application Form that you are requested to complete personally when applying for a position at Grey District Council. The application form is a source of information that will be used by Council to consider your suitability for the position for which you are applying. If successful, such information will form part of our personnel records. Failure to supply the information requested would prejudice our ability to assess your suitability for the position.

In accordance with The Privacy Act 1993 you are entitled to access this information upon request to Council. The information is held currently at 105 Tainui Street, Greymouth.

Please feel free to supplement the application form with a current curriculum vitae. No original documents should be enclosed with your application. You can request for your CV to be returned to you if your application is unsuccessful or give permission for Council to retain your details on file in case a suitable position arises in the future.

Paul Morris
Chief Executive Officer

CONFIDENTIAL

To be completed by the applicant

Note: The completion of this form does not indicate that there is any obligation on Council to engage the applicant.

DATE OF APPLICATION

Click and enter date

POSITION APPLIED FOR

Click and type response

Purpose

If your application is accepted, when could you commence employment?

Click and enter date

Do you consent to Council retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with Council in the future?

please answer YES or NO

Personal details

Title (eg Mr /Mrs / Miss / Ms / Dr)

Click and type response

Surname

Click and type response

Given Names

Click and type response

Are you known by another name?

Click and type response

Contact details

House number and street	<i>Click and type response</i>
Suburb	<i>Click and type response</i>
Town	<i>Click and type response</i>
Country	<i>Click and type response</i>
Home phone number	<i>Click and type response</i>
Cellphone number	<i>Click and type response</i>
Email	<i>Click and type response</i>

Residency status

Are you a New Zealand Citizen	<i>please answer YES or NO</i>
If yes , can you produce evidence if required?	<i>please answer YES/ NO or N/A</i>
If no , do you have the right of permanent residence? (Production of passport is required for verification)	<i>please answer YES/ NO or N/A</i>
Are you an assisted immigrant under bond to the government or any other employer	<i>please answer YES or NO</i>

Education

Please include the necessary and relevant information in your CV. Include University, further education etc. where applicable.

Employment history

Please include the necessary and relevant information in your CV, including:

- Employer details
- The time periods with each employer
- Position employed in
- Main duties
- Reason for leaving

Do you have secondary employment?	<i>please answer YES or NO</i>
If yes , please give details	<i>Click and type response</i>

Referees

Give name, address and telephone numbers of at least two referees (preferably from where you have previously been employed).

Name	Relationship to You	Role/Organisation	Tel. No.
<i>Click and type response</i>	<i>Click and type response</i>	<i>Click and type response</i>	
<i>Click and type response</i>	<i>Click and type response</i>	<i>Click and type response</i>	

I consent to Council seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information sought to be released.

please answer YES or NO

General

Have you been convicted of a criminal offence?

please answer YES or NO

Are you awaiting the hearing of charges (criminal or civil) in a court of law?

please answer YES or NO

If answering yes to either of the above questions, please provide further details on a separate page.

Do you consent to any screening processes that Council may carry out when considering your suitability for employment? Screening processes will include employer references, criminal convictions and visa work eligibility checks. Credit checks may also be undertaken for specific roles.

please answer YES or NO

Are you prepared to work overtime if required?

please answer YES or NO

Are you prepared to handle all products, material, or equipment used by Council in carrying out its business?

please answer YES or NO

Do you have a current driver's licence?

please answer YES or NO

If **yes**, what class?

Click and type response

Do you have demerit points or endorsements?

please answer YES or NO

If **yes**, please detail.

Click and type response

Are you a member of any territorial force unit?

please answer YES or NO

If **yes**, time to have completed whole time training?

Click and type response

Medical

Having read and understood the associated job description, do you have any disability, medical condition, illness or injury which may prevent you from performing the full range of duties associated with this position?

please answer YES or NO

If **yes**, please provide details

Click and type response

Do you agree to undergo a medical examination at Council's expense if required?

please answer YES or NO

Declaration

I declare that:

1. My answers in this application are true and not misleading; and
2. There is no further relevant information that I have not told you about.

I acknowledge:

1. That if you employ me, you are relying on the truth and completeness of my answers; and
2. If I have not answered truthfully and completely, you may terminate my employment immediately and without notice; and
3. If I am employed, appointment will be subject to a satisfactory Police Check and/or Department of Justice Check.

Please sign and date if filling out this application by hand:

OR

By returning this application electronically, it is acknowledged that you fully agree with the above declaration.

Where did you hear about this vacancy?

Please tick the relevant box:

Council website	<input type="checkbox"/>	Council Facebook page	<input type="checkbox"/>	Council Twitter account	<input type="checkbox"/>
Seek	<input type="checkbox"/>	Trade Me	<input type="checkbox"/>	Grey Star	<input type="checkbox"/>
Local Government jobs	<input type="checkbox"/>	Other newspaper	<input type="checkbox"/>	Family/friends	<input type="checkbox"/>
Other - <i>please specify:</i>					