



EMPLOYMENT APPLICATION FORM

CONFIDENTIAL

This form must be completed *personally* by all applicants at the time they apply for a position.

NAME _____
(Family Name) (Given Names)

ADDRESS _____

TELEPHONE: (Bus.) _____ (Home) _____
(Cell) _____

POSITION APPLIED FOR _____

RIGHT TO WORK

I am entitled under the Immigration Act 2009 to perform this role in New Zealand because (tick the box that applies to you):

- I am a New Zealand or Australian Citizen
- I have a New Zealand resident or NZ permanent resident visa
 - o Specify expiry date (if residency is not permanent): _____,
 - o Passport number: _____, Nationality: _____
- I hold a visa with conditions permitting me to work in this employment in NZ
 - o Specify expiry date: _____, Passport number: _____, Nationality: _____

Note that you will need to produce original documents for viewing if you are called to a job interview, or (if you are offered employment) before you commence employment.

OTHER EMPLOYMENT - If appointed to this position, will you also be employed by another employer either as your primary or secondary employer? **Yes** **No**

If yes, please provide brief details _____

DRIVERS LICENCE – Do you hold a current drivers licence? **Yes** **No**

Class of Licence: _____

I will provide a copy of my drivers licence within 24 hours of any request by management.

ACCIDENT/INJURY – Have you suffered any injury that may affect your ability to carry out tasks associated with the position applied for? (E.g. Back injury or gradual process injury such as OOS.)

Yes **No**

If yes, please give brief details, including any assistance that would help prevent re-occurrence:

Have you claimed accident compensation in the last 12 months? **Yes** **No**

If yes, give details: _____

PERSONAL HEALTH – Do you suffer from a health condition, injury or a disability that may affect your work performance in the position applied for? **Yes** **No**

If yes, please provide brief details: _____

CRIMINAL RECORD - This includes all court convictions, sentences and orders including court based traffic convictions. Note that if you are eligible under Section 7 of the Criminal Records (Clean Slate) Act 2004 you are deemed to have no criminal record and do not need to provide details. You can obtain confidential advice about answering this question free from the Employment relations info line 0800 800 863.

Do you have a Criminal Record or are you awaiting the hearing of charges in a court of law? Yes No

If yes, please provide brief details: _____

Should The Salvation Army employ me, I undertake to inform my manager of any criminal conviction I receive while in this employment.

REFEREES – Do you authorise The Salvation Army to contact for a reference the person/s nominated in your application as referees, and any other person/s The Salvation Army considers relevant to assessing your suitability for employment including professional bodies? Yes No

PRIVACY STATEMENT: In compliance with the Privacy Act 1993, The Salvation Army shall only use the personal information given on this form for purposes related to the application for the employment position shown above. If the application is successful, this information will form part of The Salvation Army's staff records. You are entitled to access, and request amendment of, this information upon request.

I give The Salvation Army permission to store the information included in this form and obtained during the recruitment process (including interview and referee checks).

If an applicant is unsuccessful in their application for a position, the information obtained during the recruitment process will be destroyed after 12 months.

I declare that:

1. My answers in this applicant declaration, my CV and my application letter are all true, and not misleading; and
2. There is no further information that may be relevant that I have not told you about.

I acknowledge that:

1. Upon any employment with The Salvation Army, failure to complete any part of my application completely and accurately, will be a ground for dismissal.

I agree that:

1. The information I have provided can be used to confirm my identity and my entitlement to work in NZ.

Signature: _____

Date: _____