



## EMPLOYMENT APPLICATION FORM / APPLICANT DECLARATION FORM

### CONFIDENTIAL

This form must be completed *personally* by all applicants regardless of whether they have provided a letter of application or CV or have been vetted and referred by a recruitment agency.

**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: \_\_\_\_\_

*I have attached a certified copy (as evidence of the above) of:*

- My NZ or Australian birth certificate (you can find out how to apply for a copy of your birth certificate online at [www.bdmonline.dia.govt.nz](http://www.bdmonline.dia.govt.nz)) or other proof of citizenship (along with official photo identification), or
- My NZ resident visa, or NZ work visa (along with my passport)

*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? ( Eg. 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 or if I am awaiting the hearing of charges in a court of law.***

**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? **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.

In the case of positions for which a Police Check is required information supplied by the Police may be retained by The Salvation Army for audit purposes.

**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: \_\_\_\_\_