



Te Rūnanga o Toa Rangatira Inc Employment Application Form

The information you provide on this application form, along with any other information you submit, will be used solely for the purpose of assessing your suitability for the position, which you are applying for.

If your application is successful, relevant information shall be retained and will form the basis of your confidential personal file. You are entitled to have access to your file on application.

Please attach a copy of your CV, covering letter and copies of relevant certificates (Do not send originals.).

This application form must be completed personally by the individual applying for the position.

DECLARATION

I declare that all the information (including application form, CV, covering letter, copy of qualifications and certificates and any other information) provided by me in support of my application is correct. I acknowledge that if I give incorrect or misleading information, or omit information of significance in respect of my suitability, I may be disqualified; if appointed, liable to summary of dismissal; or, the Employer may invoke the 90 day trial period provisions. I also understand that if I give any false information in relation to my medical history it may result in any of the above consequences (ie disqualification, summary dismissal or termination under the 90 day trial provisions) or the loss of any compensation from ACC, or prejudice my entitlement to paid sick leave, whichever the Employer deems an appropriate consequence.

I also understand that as a prerequisite for employment I will undergo a Police Vetting check and I may be required to undergo a medical examination or health screen.

Signature _____ *Date* _____

Photo Identification:

(Original photo identification to be sighted, photocopied and attached to Application Form)

Photo ID sighted by:

Type of photo ID:

(eg Driver Licence, Passport)

Personal Information:

Your full name (including middle name(s)):

Name you prefer to be known by:

Your Address:

Contact Details:	
Home Ph:	Mobile Ph:
Email:	
Position Applied For:	

Please forward your application to:

Brigitte Beilensohn
Human Resources
Te Rūnanga o Toa Rangatira Incorporated
PO Box 50355
Porirua
Email: brigitte.beilensohn@ngatitoa.iwi.nz
Phone: (04)238-4980

EMPLOYMENT APPLICATION

Education and training

Schools and institutions attended	Dates	Courses taken and qualifications gained

Occupational, trade or professional qualifications (with dates awarded)

Membership of business, professional or employee associations

Other education, training or memberships (including voluntary work)

Other skills and achievements relevant to the position applied for including any languages and your proficiency

Employment experience

Please list at least the last 10 years of employment including employer, period of employment, position(s) held and reason for leaving, starting with the most recent employer. If more space is required, attached further information to this form.

Present employer

Position(s) held From To

Key responsibilities

Reason for leaving

Previous employer		
Position(s) held	From	To
Key responsibilities		
Reason for leaving		
Previous employer		
Position(s) held	From	To
Key responsibilities		
Reason for leaving		
Previous employer		
Position(s) held	From	To
Key responsibilities		
Reason for leaving		
Previous employer		
Position(s) held	From	To
Key responsibilities		
Reason for leaving		
Other employment or similar experience that is relevant to this application		

Have you ever worked for Te Rūnanga o Toa Rangatira Inc? Yes No

Do you have secondary employment? Yes No

If you have secondary employment, will it impact on you being able to fulfil the duties of the position you are applying for?

Yes No

If "Yes", please give details.

Do you have, or have you had, any injury or medical conditions caused by gradual process, disease or infection – eg, hearing loss, sensitivity to chemicals, OOS/ GPI, back injury or strain, asthma, stress-related conditions – which might be aggravated by the requirements of this position or prevent your carrying out its responsibilities?

Yes No

If "Yes", please give details.

Have you claimed accident compensation in the last three years for any injuries, work related or otherwise?

Yes No

If "Yes", please give details.

Convictions Against the Law

Within the past 10 years have you been convicted of any offence (traffic and/or criminal) other than minor traffic offences?

Yes No

Have you ever been subject of a professional disciplinary enquiry?

Yes No

Do you have any criminal or major traffic charges pending?

Yes No

Do you have any demerit points or endorsements on your Driver Licence?

Yes No

If you have answered YES to any question, please provide brief details in a sealed envelope marked CONFIDENTIAL and address it to the Manager. Attach the envelope to your application.

If you are shortlisted for an interview, you will be required to complete a Police Vetting consent form as part of the Vulnerable Children Act 2014.

Other information

Work permit.

Do you need a work permit to work in New Zealand? Yes No
If "Yes", please attach a copy of your Passport and current permit.

Driver's licence.

Do you hold a current driver's licence? Yes No

If "Yes", what classes of licence do you hold?

If "Yes", what is the expiry date of the licence?

Please attach a copy of your Driver Licence (both sides) for our records.

Notes for Applicants

1. The application may be accompanied by a supplementary information, including CV. Do not send originals of certificates, references etc.
2. If your application is for a specific advertised position you will be advised of the outcome as soon as possible after any closing date, or when an appointment decision has been made.
3. If you are shortlisted for an interview you will be required to bring with you two forms of ID for Police Vetting purposes. Please find attached information regarding appropriate forms of ID attached.
4. Should your application be successful you will need to produce the following information prior to commencement:
 - Evidence of qualification; Annual Practicing Certificate, drivers licence etc
 - Payroll documentation; bank account details, IRD number, Kiwisaver etc
 - Work permit or other evidence of authority for employment in New Zealand (if applicable)
5. You may be required to undergo and pass a medical examination or health screen as a prerequisite for employment.
6. Complete applications must reach the undersigned by 5pm on the advertised closing date

Evidence of Identity (as set by the New Zealand Police)

The purpose of this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. This is based on identity confirmation requirements set out in the Vulnerable Children Act Regulations 2015.

In order to confirm the identity of the applicant, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate (issued on or after 1998¹)
- NZ Citizenship Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

Secondary IDs include:

- NZ Driver Licence
- 18+ card
- NZ Full Birth Certificate (issued before 1998)
- Community Services card
- SuperGold Card
- NZ Employee Photo Identification Card
- NZ Student Photo Identification Card
- Inland Revenue number
- NZ issued utility bill (*issued not more than six months earlier*)
- NZ Teachers Registration certificate
- NZ Electoral Roll Record
- International Driving Permit
- Steps to Freedom Form

Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

Assertion of a RealMe verified identity

Approved Agencies who have the technical capability to accept an online assertion of an applicant's RealMe verified identity may use this instead of sighting two forms of identity documents.

¹ The Vulnerable Children Regulations 2015 states that a NZ Birth Certificate may only be used as a Primary identity document if issued on or after the 1st of January 1998 and carrying a unique identification number.