



TE RŪNANGA O TOA RANGATIRA

Kia mataara! Are you ready?

Kia ora and welcome to the Application for Employment.

Thank you for showing an interest in working for Ngāti Toa, we're looking forward to having a kōrero (chat) with you. Please plug in your details below. The information gathered in this form will give us a head start to prepare for your entry into the recruitment process at Te Rūnanga o Toa Rangatira Inc.

Application for Employment

Applicant name	Click or tap here to enter text.
Interested Position	Click or tap here to enter text.
Open to other similar positions	<input type="checkbox"/> Āe/Yes <input type="checkbox"/> Kao/No
Advertisement source	Choose an item.

Work History

Please provide a summary of your working history for the last 5 years with a brief description of previous held roles. If there are gaps in employment for periods of time over 6 weeks, we'd love to hear of the journey life took you on!

1	Click or tap here to enter text.
2	Click or tap here to enter text.
3	Click or tap here to enter text.
4	Click or tap here to enter text.
5	Click or tap here to enter text.

Legal right to work in Aotearoa

Do you have a legal right to work in New Zealand? Yes / No

If yes, are you a New Zealand:

- NZ Citizen
- Permanent Resident
- Work Permit
- Other: [Click or tap here to enter text.](#)

If you have ticked an immigration status, please provide copies of documents to support your status.



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Connection to Ngāti Toa

Do you whakapapa to Ngāti Toa?

- Yes, I whakapapa to Ngāti Toa and am a registered iwi member.
 Yes, I whakapapa but I am not registered.
 No

Are you currently, or have you ever been, a kaimahi for Te Rūnanga? If so, please provide details: Yes / No

Click or tap here to enter text.

Do you have a spouse or household member working as a kaimahi, contractor or consultant at the Rūnanga? If yes, let us know.

Click or tap here to enter text.

Registrations & Certificates

Let us know what professional bodies you have membership or registration with e.g., Nursing Practising Certificate, NZ GP Fellowship, HRNZ Membership, Social Work Certificate.

NB: Attach a copy of your registration to this form.

1	Click or tap here to enter text.
2	Click or tap here to enter text.
3	Click or tap here to enter text.

Referee Contact Details

If you are just starting your working career, let us know. We will accept a tutor, programme manager or similar, and a character reference.

We're set out to ensure we keep the Rūnanga safe in relation to the Children's Act 2014. Please List two professional referees that we may contact, who are not related to you. In supplying these contacts, you agree that we may contact the referees listed below, after a successful interview.

(1) Name & Position	Click or tap here to enter text.
Contact details	Click or tap here to enter text.
(2) Name & Position	Click or tap here to enter text.
Contact details	Click or tap here to enter text.



Understanding your employment history

Have you ever been subject to disciplinary action (warning and/or dismissal) in the last 7 years? Yes / No. If YES, please provide details (Year & outcome)

E.g. dishonesty, bullying, harassment, breach of Health and safety, unsatisfactory performance...

Have you ever resigned as an alternative to being dismissed in previous employment? If so, please provide details and year of occurrence:

Click or tap here to enter text.

Have you ever agreed to a settlement with a previous employer, or are you currently in a settlement process? Yes / No. If YES, please provide details:

Click or tap here to enter text.

Medical & Criminal History

Do you have any medical, disability, or injury that could prevent you from performing a portion of the role? E.g. Hearing loss, repetitive strain injury, mental health complexities or condition.

Click or tap here to enter text.

Have you had, or do you have an injury as aforementioned, that could be aggravated or further aggravated by the tasks and responsibilities required to perform in this role?

Click or tap here to enter text.

Should you be asked to attend an interview, what can we do to ensure you are safe and comfortable in our space?

Click or tap here to enter text.

Should you be appointed, what specific equipment or preferred work environment can we provide to support you to undertake the functions and responsibilities of the role effectively and safely?

Click or tap here to enter text.



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**Do you have any criminal charges pending in NZ or any other country? Yes / No.
If YES, please provide details:**

Click or tap here to enter text.

Do you have any criminal convictions, including offences related to dishonesty (fraud, theft, misappropriation of funds), assault and abuse related, and/or driving related within the last seven years? Yes / No. If YES, please provide details:

Click or tap here to enter text.

As part of our recruitment process, Te Rūnanga conducts criminal conviction checks, through a police vetting process and through the Ministry of Justice. Any offer of employment will be conditional on the receipt and assessment of your criminal record and satisfactory reference checks. Where applicable, progressive kōrero can take place alongside our People & Capability Team to explore mana enhancing solutions relevant to your employment opportunity with Te Rūnanga.

Acknowledgement and Declaration

I, **Full Name**, declare that to the best of my knowledge, the information I have provided in this application form (and any supportive documentation e.g. CV) is complete, accurate and correct, and I have not withheld any information which may be of relevance to my application for this role.

I agree that any information relating to the recruitment and selection process is deemed evaluative and therefore confidential to Te Rūnanga o Toa Rangatira.

I understand that, if my application is successful, this Employment Application form and any other employment information provided will be kept by Te Rūnanga in accordance with the Privacy Act 1993.

I agree to such pre-employment checks as deemed necessary being undertaken by Te Rūnanga o Toa Rangatira for the role I have applied for.

I understand that by signing this application, I am providing my written agreement allowing Te Rūnanga to contact my referees and request either verbal and/or written reference details related to my previous work performance, skills, and knowledge at the appropriate time.

I understand that if I have given any false or misleading information, or omitted any material fact, I may be withdrawn, or if I am employed, I may be dismissed.

Signed _____ **Date** _____



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Premo! Your final task is to save this document as follows:

- 1. The convention is, **Year-Month-Day, Application for Employment, First Name, Surname** i.e., **2023-03-01 Application for Employment J Bond***
- 2. Send your Application for Employment form & your employment-related **registrations** to us when submitting your CV & Cover Letter for the role.*

*Ka pai! Great job, buddy! Your work here is done. If in doubt, get in touch at **HR@NgatiToa.iwi.nz***