



## EMPLOYMENT APPLICATION

<b>Position applying for:</b>			
<b>Last Name:</b>			
<b>First Name(s):</b>			
<b>Home Address:</b>			
<b>Postal Address:</b>			
<b>Phone Number(s):</b>	Home:	Work:	Mobile:
<b>Other Contact Details:</b>			

### HEALTH DETAILS

Do you suffer from any illness, injury or other disability which may be adversely affected by the requirements of this position or that may adversely affect your performance, regular attendance, personal safety or the safety of others?	Yes	No
If yes, please give brief details:		

### DRIVER'S LICENCE

Do you have a current driver's licence?	Yes	No	
If yes, what type do you have?	Learner	Restricted	Full

### CRIMINAL CONVICTIONS

Please note by answering yes to this question will not exclude you from being considered for the position

Have you ever been adjudged guilty of any offence against the law?

Yes No

Do you have any criminal charges pending or under investigation?

Yes No

If yes, please give brief details:

Have you ever been convicted of a criminal offence either in New Zealand or overseas that is not concealed under the Clean Slate legislation?

Yes No

If yes, please give brief details:

### REFEREES

Please provide three referees (include telephone numbers) for whom you give Kahungunu Executive authorisation to contact on a confidential basis.

Name:

Telephone:

Name:

Telephone:

Name:

Telephone:

We need at least 3 referees who are happy to talk about your previous work or community involvement. One of which must be a current or previous employer, if applicable.

### AUTHORITY & DECLARATION

We require all applicants' authority to process your application.

- I will truthfully complete all sections of this Employment Application. I understand that providing misleading information or failing to tell the truth may be grounds for dismissal.
- I authorise Kahungunu Executive to collect personal information about me from my referees (if I am short listed or the successful applicant) that I have named, to assess my suitability for employment with Kahungunu Executive, and I authorise Kahungunu Executive to disclose the necessary information to my referees for this purpose.
- I also authorise the referees I have named to disclose all relevant information to Kahungunu Executive for the same purpose.
- I understand that this application form will form part of the Personnel record held by Kahungunu Executive for successful candidates. All information provided by unsuccessful candidates will be held for twelve months and then destroyed.
- I understand that if I am the successful applicant for the position, I will be required to complete a full Ministry of Justice Police Check. This will be provided on induction to the organisation.

**Signature:**

**Date:**

## APPLICATION CHECKLIST

**Please ensure that you have all of the following included in your application:**

- Please complete all sections of the Employment Application, ensuring it is signed and dated.
- A copy of your Curriculum Vitae.
- A Covering Letter.

Please return your Employment Application to:

Kahungunu Executive, 65 Queen Street, PO Box 79, WAIROA 4160

Telephone: (06) 838 6835 Fax: (06) 838 7290 E-mail: [kahu-exec@xtra.co.nz](mailto:kahu-exec@xtra.co.nz)