TAUPO-NUI-A-TIA COLLEGE

Application For Employment Form

Notes for Applicants:

1. The information provided by you below will assist in assessing your suitability for the advertised position. Please ensure you complete all sections of this application form in full.
2. Your completed application form, and all information provided during the recruitment process, will be kept and held confidentially.
3. This application form must be personally completed and signed by you.
4. In addition to this application form, please provide the following attachments - Your current Curriculum Vitae; a covering letter explaining why you are applying; and scanned copies of any qualifications that are essential for the position that you are applying for (please do not include any original documents as they will not be returned).
5. If applying for more than one position, a separate Application for Employment Form and listed attachments must be completed.
6. No hard copy application information sent to us by post will be returned to you.

Position applied for:

Applicant Information

First name | Surname

If applicable, what other names are you known by?
First name | Surname

Residential Address:

Postal Address (if different):

Preferred Contact Phone Number(s)

Home Phone:

Email:

Work Phone:

Gender:

Mobile Phone:

Relevant Education & Qualifications

Education Provider	Qualification Name	Commenced	Completed

Note: Where appropriate, you will be required to produce original certificates as proof of qualification.

Professional References

PLEASE NOTE: We will not make contact with any of your referees without discussing this with you first.

Name and Job Title:	
Company Name:	
Relationship to you:	
Contact Number/s:	
Name and Job Title:	
Company Name:	
Relationship to you:	
Contact Number/s:	
Name and Job Title:	
Company Name:	
Relationship to you:	
Contact Number/s:	

Ability to Work in New Zealand

	Yes	No
Are you a New Zealand Citizen? *(you may be requested to provide evidence)*		
If not, do you have: permanent resident status?		
a current work permit?		

Expiry date of work permit (if applicable): _____

Fitness for Work

	Yes	No
Do you have any condition that may impact upon your ability to effectively complete the tasks associated with the position you are applying for? If yes, please provide a brief explanation below:		

_____

Approximately how many sick leave days have you taken in the last 12 months? _____ Days

Additional Information

	Yes	No
Do you have a current NZ Drivers Licence?		
Driver's Licence number _____		
Learner		
Restricted		
Full		
Class(es) Held _____		
Any demerit points?		

	Yes	No
Do you have any cases pending which would affect your licence? If yes, please provide brief detail:		

_____

Have you ever been convicted of a criminal offence (not including any concealed under the Criminal records (Clean Slate) Act 2004)?		

If yes, please provide brief details:

_____

Do you consent to a formal criminal record check if it is a prerequisite for employment?		
Are you currently awaiting the hearing of criminal charges in a civil or criminal court of Law?		

If yes, please provide brief details:

_____

Education Council Registration No. (if applicable) _____

Practicing Certificate (*eg.* Full/Provisional/Subject to Confirmation) _____

Declaration

I _____ (full name)
, _____
declare that, to the best of my knowledge, the answers that I have provided to the questions in this application form are correct, and I understand that if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment. If such information or fact is discovered after I have been employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC.

Signature _____ **Date:** _____

Send this form and the specified attachments:

by email: mail@taupocollege.ac.nz