

RAUKAWA CHARITABLE TRUST

EMPLOYMENT APPLICATION FORM

Position Applied For:			
Location:			
PERSONAL DATA			
Name (Legal)			
Are you known by any other name? Please state			
Address			
Email Address			
Telephone:		Mobile:	

WORK / LEGAL STATUS			
Are you legally entitled to work in New Zealand? (circle)	*YES	NO	<i>You will be required to produce proof of eligibility</i>
*If YES, please select (circle)	NZ Citizen	Permanent Resident	Holder of current Work *Visa
*If on a WORK VISA, please provide type and expiry date			

NEW ZEALAND DRIVER LICENCE			
Do you hold a current Full NZ Drivers Licence? (circle)	YES	*NO	<u>DL #:</u> <u>Expiry:</u>
*If you circled NO, please indicate the driver licence that you have <i>i.e. learner, restricted, international etc</i>			
Are you awaiting the outcome of any charges which may result in demerit points being issued against your licence?	*YES	NO	*State details:
Do you currently have any driving demerit points?	*YES	NO	*State details:

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GENERAL			
How did you become aware of this vacancy?	Seek	Trademe	Newspaper
	RCT Website	Word of mouth	Referral from employee
	Other (please state):		
Do you consent to Raukawa Charitable Trust retaining the information in this application form for the purpose of considering your suitability for vacancies which may arise in the future?	*YES	NO	<i>If YES, please note that your application will be held for 12 months</i>
Have you ever been employed by Raukawa Charitable Trust before?	*YES	NO	<u>Details:</u>
Do you have a spouse, partner, relative or household member working for Raukawa Charitable Trust?	*YES	NO	<u>Details:</u>
Have you ever been dismissed for dishonesty, or been the subject of an investigation that resulted in your resignation?	*YES	NO	<i>*If you answered YES, please provide specific details of the nature of the allegations below</i>
Have you ever been struck off a board/forum or had a clinical qualification / membership revoked? CLINICAL ROLES ONLY	*YES	NO	<i>*If you answered YES, please provide specific details of the nature of the allegations below</i>
Details of allegations:			

QUALIFICATIONS & PROFESSIONAL ASSOCIATION		
Name of Institution	Dates Attended	Qualification gained / association attained
<i>i.e. Medical Council of NZ</i>	<i>i.e 2013 (issued)</i>	<i>i.e. NZ Practicing Cert</i>

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EMPLOYMENT HISTORY	
<i>Please provide details of your current and previous employers starting with your most recent employer first) Please do not omit any employer, continue on a separate page if necessary.</i>	
Employer 1 (current)	
Position Held	
Employed from / to (include Month & Year)	
Reason for leaving	
Employer 2	
Position Held	
Employed from / to (include Month & Year)	
Reason for leaving	
Employer 3	
Position Held	
Employed from / to (include Month & Year)	
Reason for leaving	
Employer 4	
Position Held	
Employed from / to (include Month & Year)	
Reason for leaving	
Please list reasons for any breaks in employment history above	
How long is the notice period that you are required to give to your current employer?	

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REFEREES		
You are required to provide at least two referees, preferably from your most recent employment.		
Name of Referee	Relationship to you	Contact Phone Number
I _____ consent to Raukawa Charitable Trust seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise this information to be released by them for the purpose of assessing my suitability for the position I am applying for. I understand that the information received by the Raukawa Charitable Trust is supplied in confidence as evaluative information, and as such will not be disclosed to me.		
Signature:	Date:	

CONVICTIONS		
<i>Please Note: You are not required to provide any information that is eligible to be concealed under the Criminal Records (Clean Slate) Act 2004. If you are successful for the position that you are applying for we will require you to sign a consent form to permit the release of criminal history information held about you from the police.</i>		
Have you ever been convicted of an offence against the law, not including those eligible to be concealed under the Clean Slate Act?	*YES	NO
If YES, please specify details:		
Are you currently awaiting the hearing of charges in a civil or criminal court of law?	*YES	NO
If YES, please specify details:		

HEALTH SECTION		
<i>If you are offered employment the offer may be made subject to you obtaining a full medical clearance to assess your fitness for the position for which you are applying</i>		
Do you consent to undergo a medical examination if you are offered employment?	YES	NO
Do you have any health related issues that may impact on your ability to perform the position that you are applying for?	*YES	NO
If YES, please provide details?		

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DECLARATION

- I understand that the information I have supplied on this application form is to assess my suitability for employment with Raukawa Charitable Trust.
- I hereby authorise Raukawa Charitable Trust to contact the aforementioned representatives and/or referees to obtain information about me in order to further assess my suitability for employment. I understand that the information received by the Raukawa Charitable Trust is supplied in confidence as evaluative information, and as such will not be disclosed to me.
- I understand that any offer of employment if made, is conditional on my obtaining a clearance from the NZ Police that I do not have any criminal convictions that are not covered under the Clean Slate Act 2004.
- I declare to the best of knowledge, that the information provided in this application form and any cv enclosed is accurate, and I understand that if any false or misleading information is given, or any material fact is suppressed, I may not be accepted for employment, or if I am employed, I may be subject to disciplinary action which may result in my dismissal.

Signature:

Date:

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APPLICATION INFORMATION

Collecting and holding personal information

If you are successful with your application for employment, this application form will form part of your Personal File.

If you are unsuccessful, the information you provide on this application form will be collected and stored by the Raukawa Charitable Trust for a period of 12 months. Thereafter, this information will be destroyed.

Purpose

This information is being collected for the purpose of assisting Raukawa Charitable Trust to assess your suitability for the position you have applied for.

Assistance to complete this form

If you require any special assistance to complete this form, please advise the person you are dealing with of your requirements.

Your access to this information

You may request access to your personal information held by the Raukawa Charitable Trust at any time and may request correction of this information if you believe it is incorrect.

When completing this form, please ensure that you also send:

- covering letter
- copies of current qualifications
- copy of CV
- copy of Driver Licence
- copy of Birth Certificate or Passport
- copy of Work Visa – if applicable

Please do not send any original material as it may not be returned.

Attention: HR Advisor
Raukawa Charitable Trust
Private Bag 8
TOKOROA, 3420

For administration purposes only:

Date application received: _____

Approved by (HR): _____