



APPLICATION FOR EMPLOYMENT

Your name:	Position applied for:
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Thank you for your interest in working for Hohepa Hawke's Bay.

Personal information and your rights

All the information you provide on this application for employment form will be regarded as **CONFIDENTIAL**, and will be viewed only by Human Resources and the managers involved in the recruitment process.

The information you provide will be managed in accordance with the information privacy principles, and will be collected and held by Hohepa. This information is collected for the purpose of assessing your suitability for employment with Hohepa (which may include subsequent changes in employment within the organisation).

If your application is successful this form will be retained on your personal file. If unsuccessful the form, and any other application papers, will be retained for a minimum period of three months and then destroyed within six months of the closing date of the vacancy or the date you submitted your application.

You have a right of access to personal information and to seek any correction you think necessary to ensure accuracy. Please note that some information, particularly any references given confidentially, will be regarded as evaluative/opinion-based material, and so any request to access this will be declined.

Do you consent to Hohepa Hawke's Bay retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with Hohepa, within the next three months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Completing this application

You should provide complete information for each question unless otherwise advised, regardless of whether you consider it relevant to the position for which you have applied. Failure to supply the information requested may prejudice our ability to assess your suitability for the position.

You are welcome to attach a CV and/or covering letter and refer to those; but make sure all the required information is provided. If sections are omitted this may mean that your application cannot be considered.

The form can be submitted by email. A scanned, signed hard copy or an electronic form emailed by you will be treated as a signed original.

If you fill in the form by hand, please use **BLACK INK** and **BLOCK CAPITALS**. Add additional sheets if required.

CV attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Covering letter attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you hear about this vacancy?	

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1. PERSONAL INFORMATION

Full name (Include any other names you are known by, and any previous names)	
Postal address	
Contact telephone number(s)	
Email address	
Date of birth	
Gender	Male / Female

2. RIGHT TO WORK IN NEW ZEALAND

To be employed by Hohepa Hawke's Bay you must have the legal right to work in New Zealand. **Evidence must be produced before you can do any work for Hohepa.**

Please confirm how you meet this requirement; tick one box only.

Are you a New Zealand citizen?	Yes <input type="checkbox"/> (go to section 3)	No <input type="checkbox"/>
Are you a permanent resident of NZ?	Yes <input type="checkbox"/> (go to section 3)	No <input type="checkbox"/>
Do you hold a valid work visa?	Yes <input type="checkbox"/> *	No <input type="checkbox"/> You are not eligible to work for Hohepa; contact HR before going any further
Visa Type: Expiry Date: Conditions (e.g. on hours or employer)		

(* Attach a copy of your visa – if you cannot, you will need to bring it to interview if you are shortlisted)

3. EDUCATION & QUALIFICATIONS

Please give details of your education in relation to the requirements of the job. (See job description or person specification for any specific requirements).

Academic/ vocational qualifications

<u>Qualification</u>	<u>Date awarded</u>	<u>Awarding body/institution</u>

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Other relevant training and education

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4. EMPLOYMENT HISTORY

Have you previously worked for Hohepa? (This includes Hohepa Hawke's Bay, Canterbury, Auckland and Kāpiti)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please state your role, where you worked and the dates of employment:
Have you any recent employment in the Disability / Care industry?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details:
Do you have a spouse, partner, relative or household member working at Hohepa?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details:

Give details of your previous employment, both voluntary and paid (for your last 5 positions if applicable). Please explain any gaps in employment.

Name & address of company/employer	Employment dates (from-to)	Position held and main duties	Hours per week	Reason for leaving

5. REFEREES

Hohepa contacts referees for information to assess the suitability of candidates for a job. Please give name and contact details for at least three referees; these should be your current/most recent manager, another work related referee and a personal referee. By giving these names you authorise Hohepa to contact them in connection with your application. If we are unable to make contact with a referee we may need to come back to you for alternative names.
Let us know if you do not want us to contact your current employer before a job offer is made

Name and address	Telephone number and/or email address	Relationship to you (eg previous employer, personal referee)

6. YOUR APPLICATION

Please explain how you meet the requirements of the job – as set out in the job description and position description / person specification for the post.
(If you are not applying for a specific post please list your key skills, attributes and work experience.)

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If your application is successful, when would you be available to start work?	
What are your interest/hobbies/sports/clubs or community activities?	
Have you ever worked shifts?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details:
For role where shift work is required: Are you prepared to work shifts?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Hohepa is a fully Smoke Free work environment which means no smoking at all when at work, even during break times.	Do you smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are offered a position at Hohepa do you accept the Smoke Free policy and agree that you will not smoke at work, even during break times?		Yes <input type="checkbox"/> No <input type="checkbox"/>

7. HEALTH

The purpose of gathering the following information is to enable Hohepa to determine whether you have any condition, injury or impairment which may affect your ability to perform the required work. It will also identify areas where there could be a health and safety risk to yourself or others relating to such condition, previous injury or impairment. Refer to the job description and person specification for the role you are applying when responding to the questions.

Do you have, or have you every had any injury, medical condition, disorder or disability – for example hearing loss, musculoskeletal problem, back strain or pain, skin problems, allergies, repetitive strain injury, mental illness or condition – that could be aggravated or further aggravated by the requirements of this position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have (or have you ever had) any injury, condition or disability that could affect your ability to undertake the job you have applied for, carry out safely and effectively the functions and responsibilities of the role, or regular work attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If, Yes to the above question(s), give details. (Note: Hohepa complies with the Human Rights Act. A declaration of injury, medication condition or disability will not rule you out of consideration for the role. Injury documentation or further medical information may be required)	
Do you have disability needs which will require accommodation if you are successful with your application?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details

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How many days; absence in your last 12 months of employment were stated by you or a medical practitioner to be due to sickness, injury and/or accident? 0 – 2 <input type="checkbox"/> 3 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 15 <input type="checkbox"/> 16 – 20 <input type="checkbox"/> Over 20 <input type="checkbox"/>	
If you are offered a position you will be asked to undertake a pre-employment drug test. Test results must meet Hohepa's requirements that you are not likely to be influenced by drugs (illegal or prescription) while at work, before an offer of employment is confirmed. Will you consent to a pre-employment test and to ongoing random testing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are offered a position you may be requested to undertake a medical examination to assess your health in relation to the tasks you may undertake during the course of your employment. Do you agree to the medical examination and Hohepa holding this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hepatitis is a potential problem in the workplace. (Hohepa will pay for you to be vaccinated if you wish. The vaccination is not compulsory and is your choice.) Have you been vaccinated against Hepatitis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The position applied for may require that personal protective equipment be used/worn while carrying out the tasks associated with this position. Are you aware of any reason why you may not be able to use/wear equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details
In accordance with organisational policy and/or at the direction of the organisation or authorised person, do you agree to use/wear protective equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/> If No please give details

8. GENERAL

Do you intend to engage in other paid or voluntary work whilst employed in this position?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details:
Do you have a current drivers licence? (You need to provide a copy if you are employed by us)	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details: Full <input type="checkbox"/> Class/type Restricted <input type="checkbox"/> Learner <input type="checkbox"/>
What transport arrangements do you have to attend your place of employment?	
Do you have any commitments which may prevent you from attending work during normal work hours, or affect your availability for overtime or work-related travel (e.g. sports, hobbies, special interests, education, training)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details:
Are you a member of a territorial force unit or volunteer fire brigade?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please give details:

9. CRIMINAL CONVICTIONS

Hohepa takes up criminal record checks through the New Zealand Police vetting service as part of the offer of employment. The application process can take some weeks; if the outcome is unsatisfactory to Hohepa, employment could be terminated.

If you have a criminal record this does not mean you may not be employed by Hohepa. If you disclose your convictions these will be considered and, if you are shortlisted, discussed with you prior to any offer of employment being made. If you do not disclose convictions which are then included on the police vet, this can be grounds for immediate dismissal.

If you have applied for a job working with vulnerable people (for example as a Support Worker, Teacher, Teacher Aide) we follow the “Safer Recruitment Safer Children” guidelines. In New Zealand the role is exempt from the Criminal Records (Clean Slate) Act 2004; your police report would include all convictions, cautions and warnings. (When you complete the questions below you must tell us about any conviction, however long ago.) We also ask you to provide criminal record reports from all countries you have lived and worked in outside Aotearoa New Zealand.

For other roles – eg Admin, Shop, Property Services – the Clean Slate Act applies. You do not need to disclose any charges or convictions that are eligible to be suppressed under the Act.

Have you been convicted of any driving offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting hearing of any charges for driving offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of any criminal offences?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you awaiting hearing of any charges in a civil or criminal court of law?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you lived in any other country (for 3 months or more)? If yes:	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Have you been convicted of any offence overseas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Have you been formally cautioned or been the subject of a police investigation for any matter related to child abuse, offences involving violence (including domestic violence) or similar?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• Have you ever been banned from working with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered yes to any of the above, please give details on a separate sheet. The information you provide will be considered. If you are then shortlisted for a role, information on your convictions will be stored separately from your application form.

10. DECLARATION

I (Full Name): _____ declare that, to the best of my knowledge, the answers to the questions in this application are correct.

I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

I also understand that any false information given in relation to my medical history may result in loss of entitlement to compensation from ACC and may lead to termination of employment.

Signed: _____

Date: _____

Post to: Human Resources Manager, Hohepa, PO Box 3, Clive 4148, Hawke’s Bay
Or email: recruit@hawk.hohepa.org.nz (an emailed application is considered to have been signed)