

Candidate – Declaration/Application

Name of Applicant:

	Position applied for:	
	Candidate type	Internal/External
	Address	
	Email	
	Contact phone 1	
	Contact phone	
	Professional Expertise	
	Work Type	
	Business Areas:	
	Cultural Expertise:	
<u>Previous work with us</u>	Have you previously been employed by, or applied for a position with Poutini Waiora?	
<u>Criminal history</u>	Poutini Waiora requires a high level of trust and confidence in all its employees (this includes permanent employees, governors, contractors, temporary and fixed term employees). Have you ever been convicted of a criminal offence or have you been charged with a criminal offence which could result in a criminal conviction?	
	<i>You are not required to disclose details of any criminal convictions if you meet the eligibility criteria under Criminal Records (Clean Slate) Act 2004</i>	
<u>Criminal history check</u>	Do you consent to PW completing employment criminal history checks?	
<u>Entitlement to work in New Zealand</u>	Are you currently entitled to work in New Zealand or Australia, and if so, how?	
<u>Work permit details</u>	If you are not a New Zealand citizen or resident, please complete the work permit section below and provide a copy of your work visa or residency status.	
	Type of work permit	

	Expiry date	
<u>Work eligibility documentation</u>	Please provide a copy of your work visa or residency status	
<u>Ethnicity</u>	Please select your iwi/ethnicity:	
	<i>Maori/Other Iwi/ NZ European/ Pakeha</i>	
	Whakapapa:	
	If your whakapapa is Ngai Tahu, please advise your Runanga.	
	Whakapapa number	
	If you are Ngai Tahu, please enter your whakapapa number. To ensure we have the most up to date details for you and your whanau the below information may be double checked against our Whakapapa Registration Database	
<u>Application letter</u>	Please supply a cover letter introducing yourself, why you are interested in the position and how your skills and experience match the job.	
<u>Additional information (document)</u>	Please included any documentation which is relevant to this application (if any)	
<u>Referral</u>	Has someone connected o Ngai <i>Tahu</i> referred this role to you?	
<u>Discussion with current manager</u>	Have you discussed this application with your current manager?	
<u>Salary Expectations</u>	Please advise your salary expectation:	\$
<u>Health and Safety</u>	The following information is required to assist us in determining whether you have any medical condition or injury which may affect your ability to perform the role. It will also assist in complying with Health and Safety legislative requirements and also minimise the risk of potential harm to yourself or to others that may occur as a result of that condition or injury.	
<u>Injury or medical condition</u>	Have you ever suffered from any injury or medical condition caused by gradual process disease (i .e. OOS), disease or infection (e.g. sensitivity to chemicals, asthma, back injury) that might be aggravated or further contributed to by the asks of the role you are applying for?	
<u>Other medical conditions</u>	Have you ever suffered from epilepsy, colour blindness, diabetes or any other medical conditions that may affect your ability to undertake the tasks of the role you are applying for?	
<u>Special services</u>	Do you require any special services or facilities to assist you in carrying out the duties relating to this position?	
<u>Consent & Declaration</u>	Collection of personal information.	
	To facilitate our collection of information to inform our decision regarding your employment suitability we require your confirmation that;	

	You acknowledge all information, whether oral or in writing provided by you to PW concerning your qualifications and experience in applying for the position is true and correct.	
	That any false, incomplete or misleading information provided by you to PW, may jeopardise any employment sought - current or in the future.	
	In order to progress certain stages of the selection process you give PW your permission to collect and store your personal information from the following sources:	
	The New Zealand Police and any police force outside of New Zealand	
	Previous employers and education providers;	
	Nominated referees, please note that you will be contacted prior to any of these checks being undertaken, and:	
	Where the position requires - sources necessary to obtain a credit check.	
	Any references that are obtained from your referees will be used by PW solely to evaluate your suitability for employment with Poutini Waiora and you may not be entitled to have access to any references obtained if your referee has provided that reference in confidence.	
<u>Receipt of electronic messages</u>	The Unsolicited Electronic Messages Act 2007 asks us to ensure that you are happy to receive information we think is of interest to you via electronic messaging. In line with the Unsolicited Electronic Messages Act 2007, you consent to PW communicating with you via electronic messages, both as part of the recruitment process, and as a means of general communication and updates as deemed appropriate.	
<u>Confidentiality</u>	PW is committed to protecting the confidentiality of candidates who seek employment opportunities with us. Manaakitanga (looking after our people) is one of our core values and this extends to current and prospective employees.	
	As an employer, Poutini Waiora is also bound by the principles of the Privacy Act 1993 which imposes legal obligations regarding how information is collected, used or disclosed about prospective and current employees and as such will not disclose personal information about you except in accordance with the provisions of the Act.	
	This application form (and any material you provide us with) will be used in considering your suitability for the position for which you are applying. If your application is successful, this information will form part of your personnel records.	

<u>Conflicts of interest</u>	All employees of PW must exercise particular care so that no detriment to PW results from conflicts or the appearance of conflicts between personal interests and those of the organisation. A conflict or potential conflict of interest could arise as a result of:	
	Secondary employment	
	Company directorship	
	Trusteeship	
	Position on a committee	
	Holding of Te Runanga Office	
	Being related to a current employee of Poutini Waiora	
	Please note any conflicts or potential conflicts you are aware of:	
<u>Declaration</u>	I declare that to the best of my knowledge the information provided in this application and any support documents is accurate and I have provided all information relevant to the position and have not withheld any significant information. I understand that if any false information is given or any material facts suppressed, my application may not be accepted, or if I am employed, I may be involved in further discussion that may result in my employment being terminated. I also acknowledge that if I am offered employment, the terms of any offer of employment will be recorded in the written employment agreement and this will comprise the entire understanding between us.	
<u>Referee Details</u>	You will be contacted prior to any reference check being undertaken. Any references that are obtained from your referees will be used by Poutini Wairoa solely to evaluate your suitability for employment with Poutini Wairoa. You may not be entitled to have access to references obtained if your referee has provided the reference in confidence.	
	Nominated Referee 1	

	Referee Name:	
	Position:	
	Organisation:	
	Referee Phone Number:	
	Referee Email Address:	
	Nominated Referee 2	
	Referee Name:	
	Position:	
	Organisation:	
	Referee Phone Number:	
	Referee Email Address:	
Declaration:	Date	
	Signature	

Please submit with your Application Letter & CV to:

recruitment@businessanddesign.co.nz