

Application for Employment

Dear Applicant,

Thank you for taking the time to complete this form.

We need to know as much about you as possible to ensure a good match between the successful applicant and the vacancy.

All information that you provide is strictly confidential. It will be used only for assessing your suitability for employment with Hospice Taranaki. The information will be held in secure files and under the Privacy Act no information will be disclosed to third parties without your authorisation except as required by law.

Information on unsuccessful applications will be destroyed.

**Please submit a cover letter outlining your suitability for this vacancy with this application form.
Please include a copy of your CV with this application form.**

Position applied for: _____

If accepted when can you start? _____

How did you hear of this vacancy? _____

Contact Details

What is your full name: _____

Are you known by any other name? (If so please write name) _____

What is your present address? _____

Home Phone No: _____ Work Phone No: _____

Alternative Contact No: _____

Email: _____

Are you a New Zealand Citizen? YES NO If not, do you have a work permit? YES NO

Do you have a current driver's license? YES NO _____

(If yes, What class)

Education / Qualifications / Skills:

What is your highest level of education? _____

What qualifications do you have? (Diploma, Certificates, Special Qualifications etc)

What other relevant courses or programmes have you completed?

What further study are you currently undertaking?

What other skills do you have? (Languages, Computer skills, First Aid Training)

EMPLOYMENT:

If you have ever worked for Hospice Taranaki before please give details.

Previous Employment (List current job first and continue on a separate sheet if necessary).

Employer's Name:

Position Held:

Address:

Period of Employment:

Hours of Work:

Key Responsibilities:

Reason for Leaving: _____
.....

Employer's Name:

Position Held:

Address:

Period of Employment:

Hours of Work:

Key Responsibilities:

Reason for Leaving: _____
.....

Employer's Name:

Position Held:

Address:

Period of Employment:

Hours of Work:

Key Responsibilities:

Reason for Leaving: _____

INTERVIEW

If required for an interview, do you wish to bring your Whanau or support group? YES NO

If yes, how many? _____

References:

Please provide details of referees we can contact. Two should preferably be work related including your most recent employer manager.

Name: _____ Name: _____

Address: _____ Organisation: _____

Organisation: _____ Address: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Name: _____ Name: _____

Address: _____ Address: _____

Organisation: _____ Organisation: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

I authorise Hospice Taranaki to obtain references to support this application. YES NO

Please ensure your referees are aware they may be contacted.

DECLARATION:

Convictions:

Do you have a criminal record? YES NO

If yes please give details _____

You will be asked to agree to a police check and complete appropriate forms.

Privacy:

I understand that any information on my personal file is given for the use of the employer and their authorised representative, who at the employer's express authority may at any time have access to the file.

Should my application prove successful I agree to:

- a) my salary or wages being paid by direct credit into a bank account.
- b) produce the following as required: IRD personal taxation number, bank account number, certificates and educational qualifications, current practising certificate, current drivers licence, evidence of eligibility to work in New Zealand, certificate of service at other organisations.
- c) accept and abide by Hospice Taranaki's policy on confidentiality and Code of Conduct.

I certify that all the information on this application form is true and complete. Any false statement may be sufficient cause for rejection or dismissal if employed.

Signed: _____ Date: _____