**APPLICATION FOR EMPLOYMENT**

The completion of this form does not indicate there is an obligation on Mahitahi Hauora to engage the applicant. This information is collected for the purpose of accessing your sustainability for employment at Mahitahi Hauora relevant to the position you have applied for.

Please note, if short-listed for an interview, evidence of entitlement to work in New Zealand will be required from non-New Zealanders in accordance with the Immigration Act 2009.

Simply complete your personal details below, then answer our questions which are specific to this vacancy.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applying For:** | Click or tap here to enter text. | | |
| **First Name:** | Click or tap here to enter text. | | |
| **Last Name:** | Click or tap here to enter text. | | |
| **Address 1:** | Click or tap here to enter text. | | |
| **Address 2:** | Click or tap here to enter text. | | |
| **City** | Click or tap here to enter text. | **Post Code:** | Click or tap here to enter text. |
| **State:** | Click or tap here to enter text. | **Country:** | Click or tap here to enter text. |
| **Mobile:** | Click or tap here to enter text. | **Other Ph:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. | | |

Application Form (all fields are required)

1. **Advertising Media:**

How did you first learn of this vacancy?

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mahitahi Hauora website |  | Seek |  | Trade Me |  | Facebook |  | Word of Mouth |  | Other |

1. **Residency:**

Are you legally entitled to work in New Zealand?

I am a:

Choose an item.

*(Complete Visa information, if applicable)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Visa Type:** |  | **Visa Expiry Date:** |  |

1. **Education:**

Please provide:

|  |  |  |
| --- | --- | --- |
| **School/College/Institute** | **Years(s)** | **Level Achieved/Awarded** |
| Click or tap here to enter text. | Click or tap here to enter dates. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter dates. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter dates. | Click or tap here to enter text. |

1. **Employment History:**

Present your most recent employer (further employment history can be included in your resume).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name:** | Click or tap here to enter text. | | | |
| **City:** | Click or tap here to enter text. | | **Country** | Click or tap here to enter text. |
| **Position Held:** | Click or tap here to enter text. | | | |
| **Dates:** | **From:** | Click or tap here to enter a date. | **To:** | Enter date or current. |
| **Reason for Leaving:** | Click or tap here to enter text. | | | |

1. **Qualifications:**

Do you hold any qualifications relevant to this position:

Click or tap here to enter text.

1. **Skills:**

Please describe the skills you hold which are relevant to the position applied for:

Click or tap here to enter text.

1. **Language:**

Do you speak/write any language other than English, which could help you in your job?

Click or tap here to enter text.

1. **Convictions:**

Have you ever been charged with, or convicted of, a criminal offence (excluding minor traffic offences)? Please be aware that you are not obligated to declare certain offences which occurred more than 7 years ago under the Criminal Records Clean Slate Act 2004. If you have doubts, please seek legal advice before completing this question.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

If you have answered yes to the above question, please provide details. If you have answered No you can go on to the next question.

Click or tap here to enter text.

1. **Drivers Licence:**

Do you have a current valid driver’s licence?

Choose an item.

1. **Employment:**

Do you have any relatives, friends or members of your household already employed by Mahitahi Hauora?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

If you answered yes to the above question, please provide details. If you answered No you can go on to the next question.

Click or tap here to enter text.

1. **Secondary Employment:**

Do you have secondary employment?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

If you answered yes to the above question, please provide details. If you answered No you can go on to the next question.

Click or tap here to enter text.

1. **Other Work:**

Do you do any other voluntary/unpaid work that may be relevant to the position you are applying for?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

If you answered yes to the above question, please provide details. If you answered No you can go on to the next question.

Click or tap here to enter text.

1. **Medical:**

Have you any ongoing health problems that may affect your ability to carry out the work you have applied for?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

If you answered yes to the above question, please provide details. If you answered No you can go on to the next question.

Click or tap here to enter text.

1. **COVID-19:**

Mahitahi Hauora as a Health Entity has a preference for its employees to be vaccinated against COVID-19. For some roles this is required, and others not, however health and safety of our employees is paramount and therefore we prefer our employees to be vaccinated to minimise risk to individuals, colleagues and whanau. Employee concerns and information will be managed appropriately and in accordance with legislation.

Please select from the drop-down menu (it is your choice to share this information with us so there is an option in the drop-down list if you do not wish to):

Choose an item.

1. **Referees:**

We require a minimum of two referees (preferably from where you have worked most recently).

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Relationship:** | Click or tap here to enter text. |
| **Company:** | Click or tap here to enter text. |
| **Contact Details:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Relationship:** | Click or tap here to enter text. |
| **Company:** | Click or tap here to enter text. |
| **Contact Details:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Relationship:** | Click or tap here to enter text. |
| **Company:** | Click or tap here to enter text. |
| **Contact Details:** | Click or tap here to enter text. |

1. **Referee Consent:**

I give consent to Mahitahi Hauora seeking verbal or written information on a confidential basis about me from representatives or my previous employers and/or referees and authorise the information sought to be released by them to Mahitahi Hauora for the purpose of ascertaining my suitability for the position applied for.

I understand that the information received by Mahitahi Hauora is supplied in confidence as evaluation material and will not be disclosed to me. **Prior approval will be sought from any preferred candidate/s before any contact with referees is made.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

1. **Authority for Pre-Employment Check:**

In considering my application for employment I acknowledge Mahitahi Hauora may wish to undertake enquiries to check/verify information about me and my suitability for employment relative to the position I am applying for. I authorise Mahitahi Hauora to carry out such enquiries which may include but are not limited to proof of identity, right to work in NZ, education record, previous employment, verification of qualifications, professional status and standing, reference checks, police vetting, to release information to Mahitahi Hauora as part of these enquiries.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes |  |  | No |

1. **Ethnicity:**

Under Mahitahi Hauora’s Workforce Development Programme we have a strategic goal to grow the Maori Workforce Capacity so for statistical reporting purposes only we are asking you to answer the following question. This information is NOT used in the evaluation of your application, it is for statistical purposes only.

1. Please state which ethnic group you best identify with? (you must answer this question, but you may choose not to reveal your ethnicity if you wish). Note: an ethnic group is a category of people who identify with each other based on common language, ancestral, social, cultural or national experiences.
2. What is your ethnicity? Choose here:
3. **Storage and Disposal of Information:**

Information supplied in this employment application form will be:

1. If you are successfully appointed to the position that this application for employment relates to this form will form part of your personnel records securely held within the Human Resources department.
2. If you are unsuccessful in being appointed to the position that this application for employment relates to this form will be securely disposed of along with any other documentation received from you in your application for a position with us.
3. **Signature:**

*(Electronic signature accepted)*

Name: Click or tap here to enter text.

Date: Click or tap here to enter a date.

Signature: A white square with a blue border

Description automatically generated