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**Employment Application Form**

**Your privacy**

*We collect the information in this form as part of our assessment for employment at Wellington City Mission. If you are appointed to a role at Wellington City Mission, this information will be kept as part of your personnel records and you will be entitled to view it at any time. If you are not appointed this information may be kept for up to three months and then will be destroyed.*

**The position**

What position are you applying for?

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How did you hear about the position?

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**Your personal details**

What is your full name?

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| --- | --- |
| First names  | Last name  |
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What name would you like us to use when we email you or speak with you? (eg Susan, Sue, Ms Smith)

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What is the best phone number to contact you?

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What email address should we use?

Have you previously worked for Wellington City Mission? If you have, please give the position(s) you worked in and the dates.

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| --- | --- |
| Position | Dates  |
|  |  |
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**Immigration status**

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Are you living in and legally entitled to work in Aotearoa New Zealand (Yes or no)?

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What is your residency status (New Zealand citizen, NZ Permanent Resident, or none of these)?

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| **Visa type** |  |
| **Expiry date**  |  |

If you have a work visa, what type of visa do you have and when will it expire?

*Note that we will need to see evidence of your citizenship or immigration status if we offer you the position.*

**Medical conditions, disabilities and other restrictions**

Having read the job description, are there any circumstances or conditions that could affect your ability to do the job you are applying for? If not, please answer ‘No’ in the box below. If yes, please provide details below. You only need to tell us about conditions that will affect your ability to do the job. We are committed to being inclusive and will do what we can to accommodate disabilities or other requirements.

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Have you ever had any work-related illnesses or medical conditions such as gradual process injuries which could be aggravated by the tasks described in the job description? If yes, please give details.

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**Charges and convictions**

Have you ever been convicted of a criminal offence or are you facing an investigation or criminal charges now? If not, please answer ‘No’ in the box below. If yes, please provide details. You may still be considered for the role even if you have previous convictions or charges pending, but the nature of our work means we need to know about them. There may be convictions you don’t need to declare because of the [Clean Slate Scheme](https://www.justice.govt.nz/criminal-records/clean-slate/). If you are not sure what you need to declare you should get advice.

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*Note that if we get to the stage of offering you employment, we will conduct a Police vetting check.*

**Conflicts of interest**

Do you have any interests or relationships that could be, or could appear to be, conflicts of interest? A conflict of interest can arise if you or someone close to you works or volunteers for, or has an interest in, an organisation that provides services to Wellington City Mission. It is also a conflict of interest if you or someone close to you works or volunteers for, or has an interest in, an organisation that competes with Wellington City Mission or is inconsistent with Wellington City Mission’s values. If you have or may have a conflict of interest, please give details in the box below.

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*Many conflicts of interest can be managed, but we do need to know about them.*

**Professional registration**

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If your profession requires you to be registered for this role (for example a Social Worker), are you currently registered?

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Have you ever been declined registration or had your registration suspended or cancelled by your professional association?

If yes, please provide details.

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**Driver’s licence**

Please complete this section if the position description requires a driver’s licence.

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| Do you have a car driver’s licence (yes or no)? |  |
| Have you had your licence suspended or disqualified for traffic offences in the last ten years? If yes, please give details. |  |
| Have you been declined vehicle insurance or had vehicle insurance cancelled in the last ten years? If yes, please give details.  |  |

**Your CV**

Please send this completed form with an up-to-date CV to the email address below. You can include a cover letter if you wish.

In your CV, please include full details of your current or most recent employment, and full details about other roles you have had that you think are relevant to this position. Please also list with dates all the jobs you have had in the last ten years, including the reason for any periods when you were not in work.

In your CV, please also list your professional, academic or technical qualifications if these are relevant to the position. Don’t be discouraged from applying if you don’t have qualifications. We value experience and not all positions require qualifications.

We also value volunteer experience. Please include in your CV or cover letter any volunteer work you have done that is relevant to the position or to the work of Wellington City Mission.

**Finally**

Please complete the following declaration. When you enter your name and today’s date you are confirming that the following statement is true.

“I declare that the information supplied in this application form, my CV and cover letter is correct and complete to the best of my knowledge.”

|  |  |
| --- | --- |
| Your name  |  |
| Today’s date  |  |

*Please email your CV, cover letter and this application form to* Click or tap here to enter text. *at* Click or tap here to enter text.