



## Employment Application Form – Personal Data

*Congratulations on taking the first steps towards a career with REAP Central Plateau.*

*To help us understand some important factors in your application to join our team, please complete the following questions.*

### **VACANCY DETAILS**

Position Applying For: **General Manager / Tumuaki**

Location: **Taupo, Central Plateau**

### **PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Are you known by any other names? If so, please state: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

### **WORK/LEGAL STATUS**

Are you legally entitled to work in New Zealand? (circle one) *You will be asked to produce proof of eligibility*

YES

NO

If YES, are you (circle one)

NZ Citizen

Permanent Resident

Work Permit

If on a Work Permit, please provide:

Permit Type: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

**EMPLOYMENT AND EDUCATION HISTORY**

Complete the following in full (*Not required if this information has been provided via a Resume/CV*)

Please begin with your current or latest employer

**EMPLOYER 1**

Position Held: \_\_\_\_\_

From: \_\_\_\_\_  
(include Month/Year)

To: \_\_\_\_\_  
(include Month/Year)

Reason for leaving: \_\_\_\_\_

**EMPLOYER 2**

Position Held: \_\_\_\_\_

From: \_\_\_\_\_  
(include Month/Year)

To: \_\_\_\_\_  
(include Month/Year)

Reason for leaving: \_\_\_\_\_

**EDUCATION**

Please list any qualifications gained

Secondary School: \_\_\_\_\_

\_\_\_\_\_

Tertiary Qualifications: \_\_\_\_\_

\_\_\_\_\_

Technical/Vocational/Professional qualifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL**

*Failure to declare previous employment with REAP may result in an offer of employment being retracted or your employment Agreement being terminated.*

Do you have a spouse, partner, relative or household member working for REAP or any associated organisation or client organisation?

YES

NO

If YES, please provide details; including location, position and duration of employment:

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Have you ever been previously employed by REAP Aotearoa or any REAP Branch?

YES

NO

If YES, please provide details; including dates, location and reason for leaving:

**Criminal Convictions:**

*Please note that under the Criminal Records (Clean Slate) Act 2004, you may only legally conceal/withhold any criminal offenses providing **all** of the following are met:*

- 1) *No convictions within the last seven (7) years*
- 2) *Never been ordered by a Court during a criminal case to be detained in hospital due to a mental condition, instead of being sentenced*
- 3) *Never been sentenced to a custodial sentence (eg. imprisonment, corrective training, borstal)*
- 4) *Not been convicted of a "specified offence" (eg. sexual offending against children and young people or the mentally impaired)*
- 5) *Paid in full any fine, reparation or costs ordered by the Court in a criminal case*
- 6) *Never been indefinitely disqualified from driving under Section 65 of the Land Transport Act 1998 or earlier equivalent provision.*

Have you ever been convicted in a court in New Zealand or any other country?

YES

NO

Have you ever been imprisoned in New Zealand or any other country?

YES

NO

Are there any charges against you yet to be heard?

YES

NO

Have you ever been dismissed for dishonesty, or been subject of an investigation that resulted in your resignation?

YES

NO

If YES to any of the above questions, please provide specific details of the nature of the convictions or allegations:

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Do you hold a current Driver’s Licence?

YES

NO

If YES, is it (circle one)

NZ FULL

NZ RESTRICTED

NZ LEARNERS

INTERNATIONAL

Have you ever been disqualified from driving?

YES

NO

Are you awaiting the outcome of any charges which may result in demerit points being issued against your licence?

YES

NO

Do you currently have any driving demerit points?

YES

NO

If YES to any of the three questions above, please provide specific details:

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Have you had any injuries to your back, neck or spine, which may affect your ability to perform the job for which you are applying?

YES

NO

Have you ever suffered from Repetitive Strain Injury (RSI) or Occupational Overuse Syndrome (OOS)?

YES

NO

Do you have any general condition (mental or otherwise), disease or health issues that could impact on your ability to carry out the type of work you are applying for?

YES

NO

If YES to any of the three questions above, please provide specific details:

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**ADDITIONAL SKILLS**

What further skills (eg. Technical skills, computer skills/packages used, fluency in a foreign language) do you have in support of this application?

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If your application is successful, when would you be able to commence employment?

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Is there anything (including dependent persons, hobbies, sports or interests) that might prevent or affect your regular and consistent attendance at work throughout the year?

YES

NO

If YES, please provide details:

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**REFEREES**

*Please provide details of two people who we can contact for a reference.*

*Ideally these two people should be your current and/or previous managers. If you have not been in paid work before, or for a number of years, please provide a suitable alternative (eg. someone with whom you have served on a committee, your teacher, your clergyman)*

**REFEREE 1**

Name: \_\_\_\_\_

Their Current Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Your relationship to this reference: \_\_\_\_\_  
(eg. my former manager at XYZ LTD)

Work Contact Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

**REFEREE 2**

Name: \_\_\_\_\_

Their Current Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Your relationship to this reference: \_\_\_\_\_  
(eg. my former manager at XYZ LTD)

Work Contact Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

## **VEDA CHECK AUTHORITY (For Employment Purposes Only)**

I understand that:

- Positions within REAP Central Plateau may involve dealing with financial transactions and coming into contact with vulnerable persons.
- Veda Advantage will give you information about me so that my creditworthiness may be taken into account in considering me for a position within REAP Central Plateau.
- You will give my personal information to Veda Advantage, and Veda Advantage will hold that information on their systems and use it to provide their credit reporting service.
- When other Veda Advantage customers use the Veda Advantage credit reporting service, Veda Advantage may give the information to those customers.
- You may use Veda Advantage's credit reporting services in the future for purposes related to my employment. This may include using Veda Advantage's monitoring services to receive updates if any of the information held about me changes.

Initial:

## **DECLARATION**

*Please read this section carefully and sign as required*

- I understand that the information I have supplied on this application form is to assess my suitability for employment with REAP Central Plateau.
- I hereby authorise REAP Central Plateau to contact the aforementioned referees to obtain information about me in the form of personal and employment related references
- I understand that I may need to participate in a Pre-Employment Health Check and a Drug & Alcohol test, and further random testing during my employment, and I give my consent to such testing.
- As part of this application being actioned, I understand and agree that a CV accuracy check, Veda Advantage (credit) check and criminal record check may be completed. In order for these checks to be completed, I agree to provide my date of birth and to complete any other form accurately as required by REAP Central Plateau.
- I acknowledge that I have read and understood and agree to the above conditions
- I declare, 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 for employment, or if I am employed, I may be dismissed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Manager checked form

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_