



Pou Whakaaro

Supporting & empowering people to live life well

POU WHAKAARO – Application for Vacancy

Please complete all pages of this form, answer all questions, sign and date the form.

Information for Administrative Purposes

Details of the Vacancy

Your Name and Contact Details

Title (if you like to use one E.G. Mr, Ms, Miss, Mrs) & First Name

Family Name

Preferred Given Name

Postal Address

After Hours Telephone Number (include STD)

Daytime Telephone Number (include STD)

Mobile Number

Email Address



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Information for the Selection Panel

Eligibility for Employment in New Zealand

- ☐ Tick here if you are legally entitled to work in New Zealand. (If you are not a New Zealand Citizen or do not have a New Zealand Residence Visa then you must attach copies of your documents of eligibility).

Restrictions to Employment

Please note here any restrictions to employment

Convictions

If you have been convicted of any offence against the law (apart from minor traffic offences), or if you have any criminal charges pending (apart from minor traffic offences), then please give details here:

Health *(We welcome applications from people with disabilities)*

Are there any aspects of your health, which may prevent you from doing this job to a fully competent standard? Please tick the appropriate answer:

☐ Yes

☐ No

Have you had an injury or medical condition caused by gradual process, disease, or infection, for example Occupational Overuse Syndrome, which the tasks of this job may aggravate or contribute to? Please tick the appropriate answer:

☐ Yes

☐ No



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Are there any ways in which we can provide health related assistance to enable you to perform this job more effectively?

☐ Yes (*Comment if you wish*):

Declaration

I declare that the statements made in this application and supporting information and documentation provided by me is true and complete to the best of my belief.

I understand that if I have given incorrect or misleading information, or have omitted any pertinent information, I may be disqualified from appointment, or if appointed, I may be liable to be dismissed.

Your Signature

Date

Thank you for providing the information we need to assess your suitability for the position.

Information for Statistical Purposes

The information you provide in this section helps us to monitor our Equal Employment Opportunities Policy. It is not used in considering your application.

Recruitment Publicity – How did you learn of this vacancy?

Name of publication or description of how you heard of the vacancy

Appointments will be made within the requirements of the Human Rights Act 1993.

Notes for Applicants

Curriculum Vitae

Pou Whakaaro has no preference for layout and asks only that you detail your paid and unpaid experience and relate it to the position applied for. Please show consideration for the selection panel by submitting your CV in a format which can be quickly taken apart for photocopying. Your CV will not be returned to you unless you request it.

Use of your application and CV and your access to it

The information you have provided is used in considering your suitability for the vacancy or in administering the recruitment process. Failure to supply the information could limit our ability to assess your suitability for the position. No one other than the selection panel and the vacancy administration officers have access to your information. If your application is successful then the information will form part of our personnel records. If your application is not successful your application information will be archived.

If you are called to an interview

- You are welcome to bring whanau support with you to the interview, please ensure this is discussed when you are invited to the interview.
- If you have any special needs, then please discuss with the selection panel how we could help you to perform this job more effectively, eg through the provision of better access.

If your application is successful then you will be expected to provide:

- Certificates of your educational qualifications if required
- Evidence of your eligibility to work in New Zealand (if you are not a New Zealander by birth).

Appointments to vacancies are provisional until confirmed at the end of a review period.

If you have any queries please contact the General Manager, Claire Pye.

Send all pages of the application form and your CV to: Pou Whakaaro, PO Box 2025, Whakatane.

Or email application and CV to admin@pouwhakaaro.co.nz