



Job application

This application form is a source of information which will be used by the Gisborne District Council to assist in considering your suitability for the position, for which you are applying. If successful, your information will form part of your personnel records. If unsuccessful, your information will be held for a period of 90 days and after that time will be destroyed.

Position details

The position you are applying for: _____

Your details

First name(s): _____

Surname / family name: _____

Preferred name: _____

Title (please tick): Mr Ms Mrs Miss

Postal address: _____

Suburb: _____ City/town: _____

Postal code: _____ Country: _____

Daytime phone number: _____ Mobile phone: _____

Email address: _____

Have you been / are you known by any other names: Yes No

If yes please specify: _____

Are you a NZ citizen or resident: Yes No

If "No", are you legally entitled to work in NZ? Yes No

What is your work permit number? _____ Expiry date: _____ / _____ / _____
DD MM YY

Do you have a current NZ Drivers Licence: Yes No Class: _____

Have you been previously employed by the Gisborne District Council: Yes No

If "Yes" state details: _____

Criminal offences

A criminal charge is one in which it is alleged that you have broken the law in some way. We do not include traffic offences other than drink-driving or convictions that are subject to the Criminal Records (Clean Slate) Act 2004.

Have you been convicted of any criminal offence punishable by imprisonment, or do you have criminal charges pending? Yes No

If "Yes", please provide details: _____

Health and safety

The following information is required to assist the Gisborne District Council to meet its obligations under Health and Safety legislation. Confirmation of the appointment of the successful applicant may be subject to the receipt of a satisfactory medical certificate.

Have you had any injuries or medical conditions that may aggravate, contribute to, or prevent you from carrying out the functions of the position?

- Hearing loss
- Sensitivity to chemicals
- Occupational overuse injury
- Back Injury
- Other
- I have no injuries or medical conditions

Please provide details: _____

Supporting documents

Gisborne District Council's recruitment process requires you to supply a current Curriculum Vitae (CV) for each vacancy that you apply for. You should also provide a cover letter.

Please tick the documents you have attached:

- CV
- Covering letter
- Work permit (if applicable)

Referees

You will need to give details of at least 2 referees who you have obtained their consent to be contacted for a confidential reference. Referees should be able to give work-related information that will assist with this application. These may be included in your CV or provided here.

References included in CV: Yes No

1. Name of first referee: _____

Position / relationship: _____

Name of company: _____

Daytime phone number: _____

2. Name of second referee: _____
Position / relationship: _____
Name of company: _____
Daytime phone number: _____

Source

How did you find out about this vacancy? www.gdc.govt.nz www.seek.co.nz
 www.trademe.com Gisborne Herald National newspaper Other

Declaration

I certify that the information I have provided in this application form, and in any supporting documentation, is true and complete. I accept that any false or intentionally misleading information may be sufficient cause for this application to be rejected, or if I am appointed to this vacancy, could make me liable for dismissal.

I consent to the Gisborne District Council making enquiries to verify the information in my application including police checks and reference checks and recognise that all enquiries will be conducted on a confidential basis and that the Gisborne District Council has the right to maintain the confidentiality of this information.

1. I understand that I may access personal information about me held by the Gisborne District Council and request correction of that information.

This access to information excludes reference checks undertaken by the Gisborne District Council and all evaluation or opinion material compiled by the Gisborne District Council for the purpose of assessing my suitability, eligibility and qualifications for employment.

2. I declare that I have disclosed to the Gisborne District Council all information reasonably having a bearing on whether or not the Gisborne District Council might employ me.

I understand that if I am employed and if I have withheld any such information, my employment might be terminated for that reason alone.

I have read and accept the above declaration (please sign): _____

Date: _____

Equal Employment Opportunity

The Gisborne District Council affirms its commitment to the principle of equal opportunity in the recruitment, selection, employment, training and promotion of its employees and potential employees.