

APPLICANT DECLARATION

Private and Confidential

The applicant declaration and curriculum vitae is collected for the purpose of processing employment applications. Information will be used in accordance with the provisions of the Privacy Act 1993. Information will be stored securely at the office recruiting for the position, and will only be accessed by those involved in the recruitment process. You have rights of access and correction of this information. To do so, contact the Privacy Officer at Refugee Services National Office: P O Box 11 236, Wellington

Please complete all sections and sign and date the material. Please note that incorrect or misleading information may disqualify your application or, if appointed, make you liable for dismissal.

Position Applied For:

Location:

Applicant Name:

Address:

Phone contact:

Email address:

Preferred means of contact:

Drivers License Yes/No

How you heard about vacancy

Eligibility to work in NZ:

- | | |
|---|----------|
| 1. Are you a New Zealand Citizen | Yes / No |
| 2. Do you have Permanent Residence in NZ | Yes / No |
| 3. If no, do you have a current work permit | Yes / No |

Note: If you are not a New Zealand Citizen, you will be required to provide residency status or show your work permit at the interview.

Referees:

I authorise Refugee Services to contact my referees to discuss my application and my suitability for the role. I understand that these contacts will be treated in confidence and that referees will only be contacted if there is a possibility of employment.

Signed:

Date:

Health Considerations:

Have you a specific medical condition, pre-existing injury, or other impairment that may impact on your ability to perform the role you are applying for? Yes / No

If yes, please provide details below:

Note: The successful applicant will need to provide a medical certificate confirming they are fit for duties for roles requiring heavy lifting (etc).

Previous Convictions:

I do not have any convictions or charges/sentencing pending that may undermine my suitability for this role, and am willing to complete a Police Clearance if selected. I am aware that employment with Refugee Services is subject to Police Check and the certain convictions will preclude me from employment with Refugee Services.

Please note that if you are eligible under the Criminal Records Clean Slate scheme, you do not need to disclose information of previous convictions. Please contact the Department for Justice if you would like further information regarding this scheme.

Signed:

Date:

Declaration:

I acknowledge that the information contained in any application material I have submitted is correct, that I have provided all the information relevant to the job, and that I have not withheld any significant information. I am aware that if I am offered employment the terms will be those set out in writing.

Signed:

Date:

Attach your Curriculum Vitae and letter of application, or application form where provided. Please ensure that your Curriculum Vitae is in A4 format on white paper and stapled, not bound. Your Curriculum Vitae and attachments will not be returned unless requested.