

Job Application Form - Support Staff

Before completing this form please read it through carefully, taking note of the information provided on the vacancy advertisement. **Late or incomplete applications will not be accepted.**

Emailed applications are preferred – please submit these to:

vacancies@ruahinekindergartens.org.nz

Alternatively, hand-deliver or post to: Ruahine Kindergartens, 597 Main Street, Palmerston North 4410

- The information you provide on this application form is collected for the purpose of assessing your suitability for employment.
- This form will be retained in a secure location for one year.
- You have a right of access to personal information (excluding any material of an evaluative nature) and to seek any correction you think necessary to ensure accuracy.
- Any additional material to support this application should be on A4 paper.
- **DO NOT** staple documentation or submit this in folders/binder
- Should you be invited to interview, please bring original or certified copies of your qualifications and proof of eligibility to work e.g. passport, birth certificate, work visa.
- A full application is required for each position applied for. Please include your CV and covering letter. Previously submitted documentation cannot be transferred to new vacancies.
- You should provide complete, accurate information in answer to each question unless otherwise advised, regardless of whether you consider it relevant to the position applied for.
- Should you fail to fully complete any section(s) of this form, or if your application is late, then your application for employment will not be given further consideration.

Applicant Details	Full Legal Name:		
	Known by any other name:	Former Name, if any:	
	Home Address:		
	Home Phone Number:		
	Mobile Phone Number:		
	Email:		
	Where did you originally see this position advertised?		
Position	Position you are applying for:		
	Is this position based at:		
	Ruahine Kindergarten Association Office or Kindergarten (please specify)		

Please provide details about your current and past employment. For each position, please indicate whether it was full time(FT) or part time(PT)

Current employment position and organisation:

Is this position: FT PT if PT - hours per week?

From (month/year) _____ To (month/year): _____

Reason for seeking an alternative position:

Previous employment position and organisation:

Was this position: FT PT if PT - hours per week?

From (month/year): _____ To (month/year): _____

Reason for Leaving:

Please provide details of any other relevant experience in support of your application and which is not included in your CV

Note: You are not required to disclose any charges or convictions eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004 in response to the questions in this section.

Have you ever been charged with or convicted of a criminal offence? Yes No

If yes, please provide brief details:

Are you awaiting hearing of any charges for any offences? Yes No

If yes, please provide brief details:

Are you aware of any charges the Police may consider laying against you? Yes No

If yes, please provide brief details:

Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem? Yes No

If yes, please provide brief details:

Have you ever had an injury or medical condition or gradual process injury or disease or infection that may be caused by, aggravated or further contributed to by the tasks outlined in the job description? Yes No

If yes, please provide details:

Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for? Yes No

If yes, please provide details:

How many days absence in your last 12 months of employment were stated by you or a medical practitioner to be due to sickness, injury and/or accident?

0-2 3-5 6-10 11-15 16-20 Over 20 days

General

Do you have the right of permanent residence in New Zealand or a valid work permit? Please bring evidence if you are interviewed for this position.

Yes No

Do you intend to engage in other paid work or Voluntary position whilst in this position?

Yes No

If yes, please provide brief details:

Referee Reports

Provide details of 3 referees you authorise us to contact to discuss your suitability for employment, including your current employer; we will make contact only if you are the preferred candidate.

1/ Name of referee: Place of work:

Relationship to you:

Phone: Email:

2/ Name of referee: Place of work:

Relationship to you:

Phone: Email:

3/ Name of referee: Place of work:

Relationship to you:

Phone: Email

Declaration

Please indicate your consent to the collection of personal information in support of this application:

I, *(please write your full name)*

Declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is give, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.

Signature:

Date: