

This application form, applicant declaration form, and competencies questionnaire is designed to collect information to support the selection process for employment with Rangitikei District Council. Please complete the application form in full in addition to providing your CV and covering letter.

This information is collected in accordance with the Privacy Act 1993 for the purpose of assessing your suitability for employment with Rangitikei District Council. If your application is successful, this form, together with any supporting documentation, will be retained on your personal file. If your application is unsuccessful your application and supporting documentation will be retained for 12 months after which time it will be confidentially destroyed. You have the right of access to any personal information and to request any correction you think necessary to ensure its accuracy.

Position applied for:

Where did you hear about this job?

## Personal Details

Full name:

Preferred first name:

Address:

Home Phone:

Mobile phone:

Work phone:

\* Only include your work number if you are happy for us to contact you discretely at work

Email:

## Qualifications (List most recent qualification first):

Please note that you may be required to provide evidence of your qualifications, including certificates of completion and/or academic transcripts where relevant.

Educational Institution:

Qualifications (or part) obtained:

Dates to/from:

Year of completion (where applicable):

Educational institution:

Qualifications (or part) obtained:

Dates (from/to):

Year of completion (if applicable):

Educational Institution:

Qualifications (or part) obtained:

Dates to/from:

Year of completion (where applicable):

**Employment History (List most recent employer first.  
Further employers may be supplied in CV)**

Name of employer:

Position held:

Start date:

End date:

Reason for leaving:

Name of employer:

Position held:

Start date:

End date:

Reason for leaving:

Name of employer:

Position held:

Start date:

End date:

Reason for leaving:

Name of employer:

Position held:

Start date:

End date:

Reason for leaving:

## Referees

We may contact referees to verify the information you provide as part of the application process. Please ensure that at least one of your referees is your manager/supervisor from your current or most recent employer. Referee checks are generally conducted at the final stage of the selection process and we will inform you prior to contacting your current employer.

By signing this application form you are giving permission for Rangitīkei District Council to seek verbal or written information about you from the referees nominated below, and authorise the information to be released to those involved in the selection process. Please note that referee reports will remain confidential to Rangitīkei District Council and will not normally be available to you.

Name of referee:

Organisation:

Position held:

Relationship to you:

Contact numbers (day):

Name of referee:

Organisation:

Position held:

Relationship to you:

Contact numbers (day):

## General

Do you hold a current, New Zealand drivers' licence?

Yes  No

If yes, please provide the number:

Type:

Learner  Restricted  Full

Classes held:

Are you a New Zealand Citizen, Permanent Resident, or hold a valid NZ work visa?

Yes  No

Do you know of any reason why, if appointed to this position, you would not be able to attend work regularly?

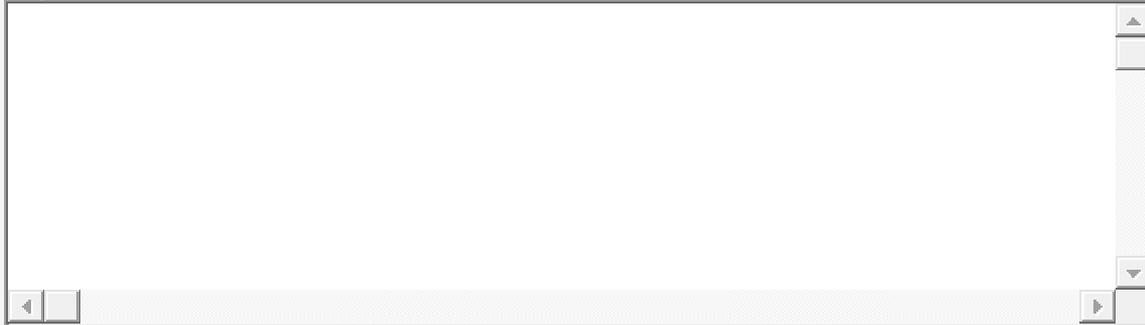
Yes  No

If your application for employment is successful, how long after receipt of offer could you commence employment?

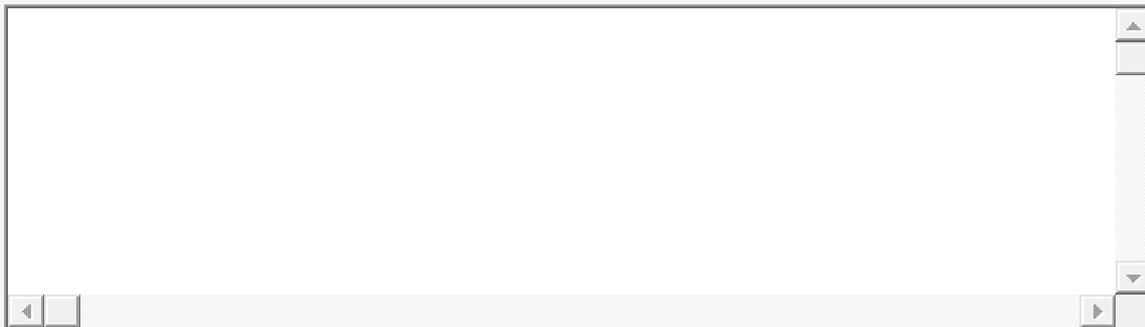
## Competencies Assessment

This form is intended to assess your competence against specific Rangitikei District Council behaviours and values. Please complete using up to date and relevant examples.

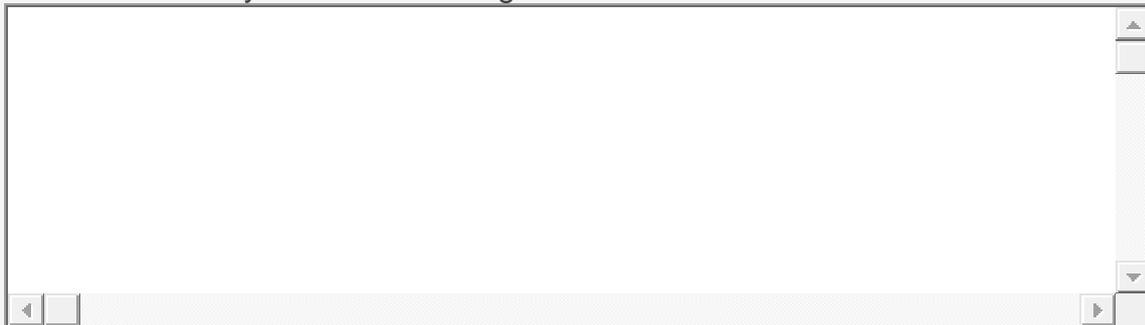
Please provide a brief outline how you demonstrate good relationship management in your work:

A large rectangular text input field with a light gray border. It contains no text. On the right side, there is a vertical scrollbar with a small square handle. At the bottom left, there are two small square buttons with left-pointing arrows. At the bottom right, there are two small square buttons with right-pointing arrows.

Please provide a brief, recent example of how you demonstrated great customer service:

A large rectangular text input field with a light gray border. It contains no text. On the right side, there is a vertical scrollbar with a small square handle. At the bottom left, there are two small square buttons with left-pointing arrows. At the bottom right, there are two small square buttons with right-pointing arrows.

Please provide a brief, recent example of when you have been part of a successful team. What was your role in making it successful?

A large rectangular text input field with a light gray border. It contains no text. On the right side, there is a vertical scrollbar with a small square handle. At the bottom left, there are two small square buttons with left-pointing arrows. At the bottom right, there are two small square buttons with right-pointing arrows.

Please provide a brief, recent example of how you have successfully demonstrated a pro-active and/or creative approach to problem solving:

## Health Declaration and Criminal Offences Declaration

Do you currently have, or have you ever had, any injury caused by gradual process, eg. Hearing loss, OOS, back strain or pain; or, any other injury, disability, or medical condition (including disease, infection, or physical or mental condition), eg. asthma, diabetes, heart condition, high blood pressure, sensitivity to chemicals, or allergies, which may be aggravated by the requirements of the position (as in the job description) or which may prevent you from carrying out the requirements of the position in the short, medium or long term?:

Yes  No

If yes, please provide details:

Please note that your responses to the questions on this form will only be considered to the extent that they affect the position applied for. If you are offered employment with Rangitīkei District Council, the offer may be made subject to the satisfactory completion of a medical examination (at the expense of Rangitīkei District Council). Any false or misleading information given in relation to your medical history, can result in you being ineligible for work-related injury compensation, including the loss of entitlement for any compensation from ACC, and may lead to the termination of your employment.

## Criminal Convictions, Traffic Offences, and Charges Pending

The declaration of a criminal conviction or traffic offence will not necessarily impact on your suitability for employment. Any convictions and/or offences declared will be considered in the first instance by the Human Resources Department against Rangitīkei District Council criteria in line with the job description for the position you are applying for.

You may also be required to undergo a criminal history check through the Department of Courts as part of the recruitment process. Please note that any false or misleading information given in relation to the questions asked below may result in the termination of your employment.

Have you ever been convicted of any criminal offence or serious traffic offence, which would not be withheld under the Criminal Records (Clean Slate) Act 2004? (See list below):

Yes  No

If yes, please provide details:

## Criminal Records (Clean Slate) Act 2004

To be protected by the Criminal Records (Clean Slate) Act 2004, you must meet all conditions in Section 7 of the Act (set out as a summary below), before your convictions can be withheld. Convictions not meeting these requirements should be declared on this form.

You must have:

- No convictions within the last seven years; and
- Never been sentenced to a custodial sentence, eg. imprisonment, corrective training, borstal; and
- Never been ordered by a Court following a criminal case to be detained in a hospital due to your medical condition, instead of being sentenced; and
- Not been convicted of a "specified offence" (eg. sexual offending against children and young people or the mentally impaired); and
- Paid in full any fine, reparation, or cost ordered by the court in a criminal case; and
- Never been indefinitely disqualified from driving under section 65 Land Transport Act 1998, or earlier equivalent provision.

Do you currently have any demerit points against your drivers' licence?:

Yes  No

Are you awaiting the hearing of charges for a criminal, or serious traffic offence in a civil or criminal court of law?

Yes  No

Please attach your cover letter:

Please attach your Curriculum Vitae:

## Declaration

By submitting this form I declare that the answers I have given in this Application for Employment form, including the Health Declaration and Criminal Conviction, Traffic Offence, and Charges Pending questions are true and correct to the best of my knowledge. I understand that if Rangitikei District Council employs me and it is found that the information I have provided is untrue or misleading, or any material fact suppressed, I may face disciplinary action, which may result in the termination of my employment.