**APPLICATION FOR EMPLOYMENT CONFIDENTIAL**

The information you provide will be used by authorised staff to consider your suitability for the position you have applied for. If your application is unsuccessful, this form will be retained on your personal file if you are successful, otherwise, it will be disposed of.

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| **Position(s) Applied for:** |  | **Date:** |  |
| **Salary expectations:** |  | **Availability:** |  |

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| **PERSONAL DETAILS** | | | |
| **Surname** |  | **Mr/Ms/Mrs/Miss** |  |
| **First Name(s)** |  | **Preferred Name** |  |
| **Contact Address** |  | | |
| **Contact telephone** |  | **Mobile number (optional)** |  |
| **Email Address** |  | | |

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| **Are you a NZ citizen, or a permanent resident of NZ, or do you have a current work permit?** | Yes | No | If you have a current work permit, please advise the expiry date  \_ (expiry date) | **Do you hold a current driver’s licence?** | Yes | No | If yes, what class? |

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| **QUALIFICATIONS AND EXPERIENCE** |
| **Please include these details within your resume. Work experience must include – Job Title, Organisation, Date of Employment and Reason for Leaving.** |

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| **Have you ever worked for the College before?** | Yes  When and what role? | No |
| **Have you ever applied to work at the College before?** | Yes  When and in what capacity? | No |

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| **PRE-EXISTING MEDICAL CONDITIONS** | | | |
| **Have you ever had an injury or medical condition caused by gradual process injury, disease or infection (for example, hearing, visual loss, discomfort/pain or injury, back problems) that the tasks of this position could possibly aggravate or contribute to?** | Yes | No | [If yes, specify details] |

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| **Do you have any medical problems, allergy or disability that could affect your ability to carry out this position effectively?** | Yes | No | [If yes, specify details] |
| **Are you prepared to undertake a pre- employment medical examination, at RNZCGP’s expense, if required?** | Yes | No |  |

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| **EQUAL EMPLOYMENT INFORMATION** | |
| It is the RNZCGP’s policy not to discriminate on the grounds of a person’s gender, marital status, sexual orientation, religion or ethical belief, race, ethnicity or national origins, disability, age, political opinion, employment status or family status.  It would be appreciated if you would complete this section.  Information you provide will only be used for statistical purposes only. All information supplied will be treated in strict confidence. | Māori  New Zealander  Non New Zealand European Pacific Peoples  Asian  Other Ethnic Group |

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| **CONVICTIONS** | | |
| Have you been convicted of a criminal offence or are you awaiting the hearing of charges in a civil or criminal court of law? If yes, please list all the offences, (including driving offences) charges and all details:  **What must you disclose?**  Note: You do not have to disclose offences protected under the Criminal Records (Clean Slate) Act 2004. You must declare **all** of your convictions if you have:  Been convicted of an offence within the last 7 years: OR  Been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal) OR been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; OR  Been convicted of a “special offence” (e.g. sexual offending against children and young people or the mentally impaired); OR  not paid in full any fine, reparation or costs ordered by the Court in a criminal case; OR  Been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent. | Yes | No |

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| **REFEREES** |
| **Please provide details of at least two Referees please include their Names, Nature of Relationship and Contact Details (*optional*) in your resume.** |

Is there anything else you would like us to know about your application?

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| **HOW DID YOU HEAR ABOUT US?** | | |
| How did you hear about this role? Please tick: | College Website Seek  LinkedIn  Word of Mouth Other | If other, please specify: |

**Declaration and Authorisation:**

The information provided in this application is complete, true and correct. I understand that false or misleading information herein may be grounds for immediate dismissal. I authorise the prospective employer to investigate all statements made on this application and to seek any information about me in relation to this application.

Signature Date

The information submitted on this form will be used strictly in accordance with the provisions of section 21 (1) of the Human Rights Act 1993 and the Employment Relations Act 2000. All information is held in the strictest confidence and all candidates are dealt with fairly and without bias. If the candidate is successful this form will be included in their personnel file.

File: Objective – Human Resources>Recruitment>Unsolicited CVs/Resumes