

Application Form

Personal Information

Position Applied For: (the position)

Legal Surname:

Legal First name: Preferred Name:

Postal Address:

Email address:

Contact Number: ()

Are you legally entitled to work in NZ? Yes No

If you are legally entitled to work because you have a permit, please indicate when that permit expires. If successful with your application, we will request a copy of your work permit.

Expiry Date:

Does the advertised salary range for this role meet your expectations? Yes No

Manatū Wāhine Ministry for Women (the Ministry) operates in a sensitive environment; as such we carry out background, qualifications checks, and CV verification on potential employees. The Ministry engages CV Check to undertake these checks on our behalf. The information provided may be considered in determining suitability of employment with the Ministry.

How did you first hear about this position?	
<input type="checkbox"/>	Seek
<input type="checkbox"/>	Govt.jobs
<input type="checkbox"/>	LinkedIn
<input type="checkbox"/>	Kumara Vine
<input type="checkbox"/>	Mahi
<input type="checkbox"/>	Trade me
<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Other – please specify

Criminal Information

Please note that this check is subject to the Criminal Records (Clean Slate) Act 2004.
A criminal conviction will not necessarily exclude you from being considered for the position.

Do you have any criminal charges pending and/or are awaiting the hearing of charges in court in NZ or another country? Yes No

Please note that under the Criminal Records (Clean Slate) Act 2004, you do not need to declare a New Zealand conviction if all of the following apply:

- It has been 7 or more years since your most recent conviction, and you have not re-offended; and
- You have never had a custodial sentence imposed upon you (including detention at home, in hospital or at any secure facility); and
- You have paid any fines/costs/compensation/reparation.

However, regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:

- You have ever been convicted of a sexual offence; or
- You have ever been disqualified from holding a driver license for repeat offending involving alcohol/drugs; or
- The conviction was from overseas.

Do you consent to disclosing to Manatū Wāhine Ministry for Women your Criminal Record and Traffic Record through a Ministry of Justice check? Yes No

Are there any charges against you yet to be heard? Yes No

If you answered Yes to the question above, please provide detail:

Have you ever changed your name by Statutory Declaration? Yes No

If you answered Yes to the question above, please provide detail:

Health & Wellbeing

Do you currently have, or have you ever had, a medical condition caused by gradual process, injury, mental health disorder, or disability that could require some reasonable accommodations for you to be able to carry out the work of the position applied for; or which could reasonably be expected to be aggravated or contributed to by the work of the position applied for? Yes No

**Please note these details will be kept strictly confidential and are only asked to ensure that the Ministry can provide our people with any support they may require to bring their best selves to work.*

If yes, please provide details and any actions required to minimise the injury & provide you with a safe workplace.

If a disability, please advise what reasonable accommodations could be made to support you.



Conflict of Interest - Please declare any conflicts of interest. If in doubt, declare it anyway. Please give as much detail as possible. (e.g., I have a secondary job, the role requires me to work with a supplier for a company I have shares in, my wife is the Hiring Manager)

What constitutes a conflict of interest?

Examples:

- Financial interests in a supplier
- A reporting relationship with someone who you have a personal relationship with
- Anything that may make it look as though you would not be impartial
- Dual reporting lines
- Essentially, having competing interests or the appearance of competing interests

Do you have any perceived potential or actual conflict of interest that could impact your work with the Ministry?

Yes No

If yes, please declare these:

Conflict/Disclosure Category:

Name of other party:

Details – include number of shares if applicable:

I agree to contact the Ministry immediately to disclose any perceived, potential, or actual conflict of interest during the recruitment process. *(Please note that this will not invalidate your application but will be taken into consideration)*

Signature

Date

Referees: Please provide two referees we can contact

***Please note in line with the Public Service Workforce Assurance Model Standards, one of your referees should be your last direct line manager**

Name:

Company & Position

Contact Phone Number:

Working relationship:

Name:

Company & Position

Contact Phone Number:

Working relationship:

Have you worked in the public sector in the past 3 years? *

I agree to contact the Ministry immediately to disclose any investigations during the recruitment process. *(Please note that this will not invalidate your application but will be taken into consideration)*

Do you consent to the disclosure to Manatū Wāhine Ministry for Women of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown entity employers for the last three years? Should you be selected as the preferred candidate, your response will be checked with your previous employer(s) at that stage. We will not conduct this check prior to you being selected as the preferred candidate.

<input type="checkbox"/>	I consent
<input type="checkbox"/>	I do not consent (your application will not be progressed)
<input type="checkbox"/>	I would like to discuss before the serious misconduct check is undertaken
<input type="checkbox"/>	N/A (I have not worked in the public sector in the last 3 years)

Signature

Date

Privacy Statement

Your application, together with the written material you have supplied, and evaluative material including any interview and screening information, will be held confidentially by Manatū Wāhine Ministry for Women, and used for the purposes of this application for employment. If you are successful, this information will also form part of your employee file.

Declaration

I confirm that.

- All of the information I have provided is true.
- I agree to provide, upon request, original or certified copies of any relevant qualifications I have declared in my application.
- I understand and agree that failure to provide relevant information that has been sought, or if incorrect or misleading information is provided, I may be disqualified from appointment or that this may be grounds for dismissal from the Ministry if I am successful in obtaining employment.

If you have any questions about this process or would like any assistance, please contact us by email at recruitment@women.govt.nz

Candidate's Signature:

Date:

Please refer to the next page to complete Diversity information.

Diversity Information

Diversity Statement: *Manatū Wāhine Ministry for Women is committed to building an inclusive work force that leverages off and values diversity. We feel that attracting, engaging, and fostering employees from different backgrounds and cultures is critical to our continued success and growth. Completion of diversity related questions is not compulsory. The information will be used to report on the demographics of our overall candidate pool and is not considered for your application for employment, or shared with the selection panel. Your response to these questions is valuable, however if you do not wish to provide this information please tick "Prefer not to answer".*

Date of Birth: Please enter your date of birth. NOTE: this is NOT visible to hiring managers, HR use this to check we are reaching a diverse range of applicants.

Gender: Female / Wāhine Male / Tāna Gender diverse I prefer not to answer this question

Preferred pronoun:

She/her/hers

He/him/his

They/them/their

Please select all that apply.

NOTE: This will NOT be visible to hiring managers, it is to help us check if we are reaching a diverse range of applicants.

<input type="checkbox"/>	Māori
<input type="checkbox"/>	Pacific Peoples (e.g., Cook Island Māori, Samoan, Tongan, Niuean, Tokelauan, Fijian)
<input type="checkbox"/>	European (NZ, Other European, British, Irish, Australian, German, Italian, Polish, Dutch, Greek)
<input type="checkbox"/>	Asian (Chinese, Indian, Filipino, Cambodian, Vietnamese, Sri Lankan, Japanese, Korean)
<input type="checkbox"/>	MELAA (Middle Eastern, Latin American, African)
<input type="checkbox"/>	Do not wish to specify
<input type="checkbox"/>	Other ethnicity – please specify

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