



# Rangitāne

Te Rūnanga a Rangitāne o Wairau

## APPLICATION FOR EMPLOYMENT

This is an application for employment with Te Rūnanga a Rangitāne o Wairau Trust. Should this application result in an employment arrangement it will form part of the Employment Agreement.

This application form is a source of information, which will assist the selection panel in considering your suitability for the position in which you are applying. If successful in obtaining employment, such information requested will form part of Rangitāne staff personnel records. Failure to provide the information, or the provision of incorrect information, may prejudice Rangitāne's ability to determine your suitability for the position.

You are entitled to access this information upon request to the General Manager. This information will be held at our offices, located on Level 5, Rangitāne House, 2 Main Street, Blenheim.

### 1. POSITION

What position are you applying for?	
Where did you see the position advertised?	

### 2. PERSONAL DETAILS

First Name	
Last Name	
Address	
Contact Phone Number	
Email Address	

### 3. WORK STATUS (PLEASE CIRCLE MOST RELEVANT)

Current Employment Status	Full Time Part Time Unemployed
Desired work type	Full Time Part Time Fixed Term Casual
Are you a NZ Citizen?	Yes No
Do you have the right of permanent residence in NZ?	Yes No
Are you legally permitted to work in New Zealand?	Yes No

**4. PREVIOUS EMPLOYMENT (IF YOU HAVEN'T ATTACHED A CURRENT CV OR IF IT IS NOT OUTLINED)**

Please list previous employment starting from the most recent:

<b>Company/Employer</b>	
<b>Position</b>	
<b>Key Tasks</b>	
<b>Start and End Date</b>	
<b>Reason for Leaving</b>	
<b>If offered the position how much notice do you need to give?</b>	

<b>Company/Employer</b>	
<b>Position</b>	
<b>Key Tasks</b>	
<b>Start and End Date</b>	
<b>Reason for Leaving</b>	

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<b>Position</b>	
<b>Key Tasks</b>	
<b>Start and End Date</b>	
<b>Reason for Leaving</b>	

**5. RELEVANT QUALIFICATIONS: (IF NOT OUTLINED ON YOUR CV)**

What (and from where)	Year obtained

**6. RELEVANT WORK REFERENCES:**

Please give the names, numbers and email addresses of current and relevant work referees (such as your Manager) or circle yes to "I would prefer to outline these should I reach interview stage":

Name of Referee	Position and Company	Mobile no	Email

<b>I would prefer to outline this information should I reach interview stage</b>	Yes No
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**7. PERSONAL HOBBIES/INTERESTS RELEVANT TO THE POSITION (IF YOU HAVEN'T ATTACHED A CURRENT CV OR IF IT'S NOT OUTLINED)**

Hobbies	Interests

**8. HEALTH AND WELLBEING**

<b>Do you have any known health condition of any kind, which may affect your ability to effectively carry out the functions and responsibilities of the position applied for?</b>	Yes No
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If yes, please detail:

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<b>Have you suffered any injury or illness that may affect your ability to effectively carry out the physical requirements, functions and responsibilities of the position applied for (i.e. occupational overuse syndrome, carpal tunnel, tennis elbow or other repetitive strain injury)?</b>	Yes No
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If yes, please detail:

<b>Are you on any medication which may affect your performance in the position you have applied for?</b>	Yes No
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If yes, please detail:

## **9. DRIVER'S LICENSE**

<b>Do you hold a current Drivers Licence?</b>	Yes No
<b>Is there a matter pending which could affect your driver's licence?</b>	Yes No
<b>Has your drivers licence been cancelled in the last five years?</b>	Yes No

If yes, please detail:

## **10. GENERAL**

<b>Have you ever had any criminal convictions or are you awaiting a criminal charges or court hearing?</b>	Yes No
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If yes, please detail:

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If required for the position you are applying for, do you consent to participating in the following processes? (please circle)

<b>Credit Check</b>	Yes No
<b>Ministry of Justice/Police Check</b>	Yes No
<b>Drug and Alcohol Screen</b>	Yes No

#### 11. DECLARATION

I, \_\_\_\_\_ (full name)

- Declare that the answers to the questions in the application are true and correct and I understand that the information requested within this application form is sought to establish my suitability for the position that I am applying for and that if I do not provide such information then this application for employment may be rejected.
- I understand that if I have started employment; and this information is found to be false my employment may be terminated.
- Authorise any screening processes that Rangitāne o Wairau sees fit to exercise in considering this application. I understand this process may include interviews, reference checking and checking of criminal and credit records.

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**Signature**

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**Date**