

Application Form

Personal Information

Position Applied For: (the position)

Gender: Male Female Gender diverse Prefer not to say

Ethnicity

<input type="checkbox"/> New Zealand European	<input type="checkbox"/> Chinese
<input type="checkbox"/> Māori	<input type="checkbox"/> Indian
<input type="checkbox"/> Samoan	<input type="checkbox"/> Other
<input type="checkbox"/> Tongan	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Cook Islands Māori	

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. Your response to these questions is valuable, however if you do not wish to provide this information please tick "Prefer not to say".*

Surname:

First name: **Preferred Name:**

Postal Address:

Email address:

Contact Numbers:

Are you legally entitled to work in NZ? Yes No **Expiry Date:**

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.

Salary Expectations for this position: \$

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

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.

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

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

If you answered Yes to any of above, please provide details:

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.

Qualification Information

Name of Educational Institution:

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Location of institution:

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Qualification Gained:

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Qualification Major:

(if relevant)

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Date Graduated:

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Student ID #:

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Conflict of Interest

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

Name:

Company & Position

Contact Phone Number:

Working relationship:

Name:

Company & Position

Contact Phone Number:

Working relationship:

Public Service Serious Misconduct Check Authorisation

Do you consent to the disclosure to the Ministry 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? This will usually be conducted at the preferred candidate stage.

Yes No

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)*

Signature

Date

Vaccination passport requirement

As we are currently a fully vaccinated office, we are required to sight your Vaccination Pass at the pre-employment stage of our recruitment process

I confirm that I am aware that I will need to show my vaccination pass to my new manager prior to any offer of employment, and am willing to do so.

Yes No

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: