



Ngati Ranginui Iwi

POTENTIAL EMPLOYEE APPLICATION FORM

The completion of this form does not constitute an obligation on Ngati Ranginui Home & Community Support Services Company Limited to employ the applicant. This information is collected solely for the purpose of assessing the applicant's suitability for employment.

Position applied for		
Surname		
First Names		
Residential Address		
Postal Address (if different from above)		
Telephone No.s	Landline	
	Mobile	
Email		
Facsimile		
Date of Birth		
Gender		
Ethnicity		
Iwi Affiliation/s		
Marital Status		
No. Children		

Next of Kin	Name			
	Relationship			
	Phone No.			
	Address			
Personal Attributes				
Relevant Qualifications		<u>Educational Facility</u>	<u>Qualification</u>	<u>Date Obtained</u>
Employment History		Employer		
		Position Held		
		Period employed		
		Reason for leaving		
		Employer		
		Position Held		
		Period employed		
		Reason for leaving		
		Employer		
		Position Held		
		Period employed		
		Reason for leaving		

Why are you applying for this position?

What skills / life experiences would you bring to this role?

Health Information	Doctor	
	Contact Details	
	Health Status	<u>Record any/all medical conditions or injuries</u>
<p>I declare that I have no medical condition or injury caused by gradual process, disease or infection that will hinder my ability to carryout the duties required of the position that I am applying for. I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed or if I am employed my employment will be terminated and could result in my loss of entitlement for any compensation.</p>		

General Information		<i>Delete whichever is not applicable</i>	
Have you ever been convicted of a criminal offence?		Yes	No
Are you awaiting notice of a Court hearing for any pending charges?		Yes	No
Have you ever had a Domestic Violence Protection Order and/or Harassment Act Restraining Order issued against you?		Yes	No
Do you have a “full” current Driver’s License?		Yes	No
Have you had any demerit points or endorsements issued against your Driver’s License?		Yes	No
Can you read and write?		Yes	No
What is your preferred (1 st) language?			
Are you fluent in any other languages? If “Yes” please specify.			
List (daytime) Contact Details of 2 Referees:			
1.			
2.			
Declaration			
<p>I, _____ (<i>insert Full Name</i>) declare that to the best of my knowledge the information I have provided in this application and any other information provided to Ngati Ranginui Home & Community Support Services Company Limited in support of my application is true and correct. I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed or if I am employed my employment may be terminated. I also understand that any false information given in relation to my medical history with regard to gradual process, disease or infection can result in the loss of entitlement for any compensation. I further understand that completion of this form does not constitute an obligation on Ngati Ranginui Home & Community Support Services Company Limited to employ me.</p>			
Signature			

ATTACH:

	Copy of Curriculum Vitae (CV)
	Completed “Consent to Disclosure of Information” Form
	Completed “Tax Code Declaration” (IR330) Form
	Copy of (Full) Driver’s License
	Verified (by your Bank) Bank Account Deposit Slip

RETURN APPLICATION TO: Ngati Ranginui Home & Community Support Services Co. Ltd
 PO Box 2526
 Tauranga 3140
 Attn: HCSS Coordinator “Confidential”

OFFICE USE ONLY		
Task (Service Coordinator)	Date & Sign	
Application received & checked		
Referees contacted (Attach record of referee’s comments)		
Police vetting form sent to Licensing & Vetting Service Centre		
Response to Police vetting form received from Licensing & Vetting Service Centre and attached to Application		
Recommend Application be	Accepted	Declined
Task (Director)	Date & Sign	
Review Application, Response to Police Vetting process & Recommendation and determine outcome	Offer employment	Decline application
Advise Service Coordinator of the decision		
<i>Note: If the decision is to “Offer employment”</i>		
Forward Letter of Offer & Contract to Applicant		
Once received, forward copy of signed Contract and other employment documents to Service Coordinator for file.		
Notify Administration staff of new employee details		
Task (Service Coordinator)	Date & Sign	
Open new Employee File		