

# Application for Employment



Hutt City Council  
recruitment@huttcity.govt.nz  
www.huttcity.govt.nz

You will be required to sign a declaration at the end of this form. Please read the questions and the declaration before beginning to fill in this form. Please complete all sections of this form. Attach a covering letter and a brief CV detailing your education and training, full employment history, specific skills and abilities and any other details that you feel will be useful to support your application.

Date:  Position applied for:

## Personal Details

First name:  Surname:

If you are known by any other names please record here:

Residential address:

Home phone:  Mobile:

Email address:

## Right to Work

Are you a New Zealand citizen or a permanent resident of New Zealand?  Yes  No

If you answered **no**, do you have a valid work visa?  Yes  No

If you answered **yes**, specify expiry date and any conditions of the visa:

Please note that you will be required to provide evidence of your right to work in New Zealand if you are offered employment. By providing this information and signing this application form, you consent to relevant checks being made to confirm your identity, immigration status (if not a NZ citizen) and/or NZ citizenship (if a NZ citizen).

## Driver's Licence

Do you have a current driver's licence?  Yes  No

Drivers Licence Number:  Version Number:

Specify type of licence:  Learner  Restricted  Full

Do you hold an 'automatic only' licence?  Yes  No

Do you have any demerit points or endorsement, or are you waiting the hearing of any charges for driving offences which may result in the issue of demerit points, or loss of licence?  Yes  No

If yes, please give details:

Please note you will be required to provide your driver's licence if you are offered employment in a position where driving is or may be required

## Medical Information

Do you have any condition, medical problem, allergy or any other disability that could affect your ability to carry out this position effectively?

Yes  No

If yes, please give details:

Have you had any injury or medical condition caused by gradual process injury, disease or infection (for example hearing, visual loss, discomfort/pain injury, back problems, chemical insensitivity) that the tasks of this position could possibly aggravate or contribute to?

Yes  No

If yes, please give details:

Would you require any alterations or additions to your work area in order to perform your duties satisfactorily?

Yes  No

If yes, please give details:

Are you prepared to undertake a pre-employment medical examination, at Hutt City Council's expense, if required?

Yes  No

How many days of sick leave have you taken in the last 12 months of employment?

NOTE: If you are in doubt as to whether a problem could affect your ability to carry out this position effectively, specify the problem and state that you are not sure whether it would be relevant.

## Criminal Offence(s)

The following questions are subject to the provisions of the Criminal Records (Clean Slate) Act 2004. This Act gives eligible individuals the right, in some circumstances, to withhold information about their convictions. Please [click here](#) for more information on Criminal Records, or request further information from Human Resources.

Have you ever been convicted or charged with a criminal offence?

Yes  No

If yes, please give details:

Do you have any charges pending?

Yes  No

If yes, please give details:

Are there any charges against you yet to be heard?

Yes  No

If yes, please give details:

Have you ever been convicted of a crime in any other country?

Yes  No

If yes, please give details:

## Education and Employment History

If you have not provided the following information in your CV, please complete the section below.

### Secondary school

School attended

When attended


### Tertiary education

Where obtained

Qualification gained

Date obtained


### Academic and/or professional qualifications

Where obtained

Qualification gained

Date obtained


### Employment history (start with the most recent position)

Current or immediate past employer

Dates employed

Position held

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Reason for leaving:

Past employer

Dates employed

Position held

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Reason for leaving:

Current or immediate past employer

Dates employed

Position held

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Reason for leaving:

### Employment history continued...

Past employer

Dates employed

Position held

Reason for leaving:

Past employer

Dates employed

Position held

Reason for leaving:

### Other information

Have you previously been employed by Hutt City Council?

Yes  No

If yes, please give details:

Do you have a spouse, partner, relative or other household members working for Hutt City Council?

Yes  No

If yes, please give details:

Are you available to work outside of the ordinary hours of work?

Yes  No

Are you a member of a territorial force or volunteer fire brigade?

Yes  No

Do you agree to us making enquiries about your suitability for employment with:

Your current employer?

Yes  No

Your previous employers?

Yes  No

Any other person?

Yes  No

If successful in your application for employment with Hutt City Council when could you commence employment?

How did you learn about this vacancy?

Hutt City Council Website  Local Government Vacancies Website  SEEK  Trade Me

Newspaper  Other

Please use the space below to record any other comments you would like to make in relation to your application:

## Declaration

I understand that this information is collected for the purpose of ascertaining my suitability for employment with Hutt City Council, which may include subsequent changes in employment.

If I am successful in my application, I understand that this information will be kept on my personal file.

If my application is unsuccessful, I understand that this information will be retained by Hutt City Council solely for the purpose of retaining information about applicants for this position in the event of an appeal or challenge against the appointment.

I am able to provide evidence as required to support the information provided in this application.

I am aware that under the Privacy Act 1993, I have the right of access to certain personal information and to request a correction to it and/or to request that there be attached to it a statement supplied by me relating to the fact that I have requested a correction.

I certify that the particulars provided in this application are true and correct and that if it is found that I have provided false or misleading information, or omitted to provide relevant or material information, I may not be appointed, or if appointed, may be summarily dismissed.

**Please note:** You are not obliged to sign the attached form at the time of application, however, if you are shortlisted for a position and formally invited to interview for a position, you will be expected to sign your application form at the interview stage.

**Signature:**

**Date:**