

**Employment Application and Declaration Form**

# To accompany curriculum vitae

|  |  |
| --- | --- |
| **Position title** |  |
| **Reference Number** |  |

**Personal Information**

**Collecting and holding personal information:** This information is collected for the purpose of assessing your suitability for employment with Victoria University of Wellington. If your application is successful, this form will be retained on your personal file.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | | |
| **Full Name** |  | | |
| **Address** |  | **Work Telephone** |  |
| **Home Telephone** |  |
| **Mobile** |  |
| **Alternative Telephone** |  |
| **Email** |  |
|  |  | **Alternative Email** |  |

# Referee Information

In making this application, you consent to Te Herenga Waka Victoria University of Wellington seeking verbal or written information about your suitability for the position from any of the referees you have nominated below. You authorise the information to be released to those involved in the selection process. The referees must include a current and at least one other recent employment-related referee. Generally personal referees will not be acceptable.

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| --- | --- | --- | --- | --- |
| **Current Employer** (If not currently employed, your most recent Employer) | | | | |
| **1. Name** |  |  | **2. Name** |  |
| **Address** |  | **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Mobile** |  | **Mobile** |  |
| **Fax** |  | **Fax** |  |
| **Email** |  | **Email** |  |
| **Position** |  | **Position** |  |
|  |  |  |  |
| **3. Name** |  | **4. Name** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** |  |  | **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Mobile** |  | **Mobile** |  |
| **Fax** |  | **Fax** |  |
| **Email** |  | **Email** |  |
| **Position** |  | **Position** |  |

# Candidate Declarations

As part of the employment process we gather and confirm as much relevant information as possible for the role you have applied for. This is to ensure we select the best person possible for the role and to also ensure we meet various legislative obligations (including in relation to the Health and Safety at Work Act 2015 and the Accident Compensation Act 2001). If your application is successful, this information will be retained on your personal file.

The information you provide will assist us with the selection process. If you are the preferred candidate, in addition to reference checking and qualification verification, further background checks may be undertaken for the role you have applied for. These may include criminal history; credit check; fraud check; bankruptcy check; Police vetting; occupational registration verification; licence verification and occupational membership verification. We seek, as part of this employment and declaration form, your written consent in advance to undertake such checks if you are the preferred candidate. In order to carry out any pre- employment checks, you would need to provide some of your personal information to the University and a third party engaged by the University to carry out those checks on the University’s behalf. The information you provide will be used for the purpose of completing such pre-employment checks that may be necessary for the role. Your personal information would be stored securely and used for the University’s authorised functions and activities relating to your employment.

If you are successful in your application for this role, and if you are not a New Zealand or Australian citizen/Permanent Resident, before you start work you will need a valid work visa allowing you to work at Victoria University of Wellington in the role applied for.

The University complies with the Human Rights Act 1993 and a declaration of a medical or physical condition or disability will not rule you out of consideration for the role.

Individuals with minor convictions who have been conviction free for at least seven years, and who meet all other relevant criteria to put their past behind them, may conceal such convictions under the Criminal Records (Clean Slate) Act 2004. For further information, please refer to the Ministry of Justice [www.justice.govt.nz.](http://www.justice.govt.nz/)

Some of the information requested may be necessary to assess any potential conflict(s) of interest.

# Employment in New Zealand

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| --- | --- | --- |
| **1) Are you legally entitled to work in New Zealand and for the University in the role applied for?** (i.e. As a New Zealand or Australian citizen/permanent resident/holder of a current and valid work visa\* or residence visa) | Yes | No |
| **\* 1. B If applicable, expiry date of work visa:** | | |

**Health Status**

|  |  |  |
| --- | --- | --- |
| **2) Thinking about the requirements of the role, have you had, or do you have, an injury, medical condition or disability – for example, hearing loss, sensitivity to chemicals, repetitive strain injury, mental illness or condition – that could be aggravated or further aggravated by the tasks and responsibilities that you would be required to perform in this role, or at the location(s) at which you would be required to undertake the work?** | Yes | No |
| **3). Do you believe this condition will affect your ability to carry out effectively and safely the functions and responsibilities of this role?** | Yes | No |

|  |  |  |
| --- | --- | --- |
| **3.b If yes please provide details:** | | |
| **4). Should you be appointed, would you require any specific equipment and/or particular environment/location etc to support you to undertake the functions and responsibilities of the role effectively and safely?** | Yes | No |
| **4.b). If yes, please provide details:** | | |
| **5). Should you be asked to attend an interview for this role, do you have any specific requirements that would help you to attend?** | | |
| Note: In some situations, further specific medical information relating to the requirements of the role may be requested. | | |

**Criminal Charges and Convictions**

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| --- | --- | --- |
| **6). Have you been convicted of any offence against the law in any country (other than minor traffic offences)?** | Yes | No |
| **6.b) If yes, please provide details:** | | |
| **7). Do you have any criminal charges pending in any country (other than minor traffic offences)?** | Yes | No |
| **7.b) If yes, please provide details:** | | |
|  | | |

**Additional Information**

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| --- | --- | --- |
| **8). Are you currently, or have you ever been, an employee of Te Herenga Waka Victoria University of Wellington?** | Yes | No |
| **8.b) If yes, please provide date(s) and position(s) held:** |  |  |
| **9). Do you have a spouse, partner, relative or household member working as an employee, contractor or consultant at Te Herenga Waka aka Victoria University of Wellington?** | Yes | No |
| **9.b) If yes, do you consider you may have a potential conflict of interest? Please provide details.**  **10). Do you consider you may have a potential conflict of interest in relation to some other association such as an involvement or employment in another organisation/business?**  **10.b) If yes, please provide details.** |  |  |

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| **11). If your application is successful, when could you commence employment?** |  | |

**Declaration**

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| --- | --- | --- |
| **I, (full name) declare that to the best of my knowledge, the answers to the questions in this application are true and correct.**  **I understand that this information, together with the written material I have supplied, and evaluative material including any interview notes, will be held confidentially and used only for the purposes of this application for employment. I agree to notify Victoria University of Wellington of any future change to the information supplied during the course of this application process and/or for my records should I be successful in obtaining employment with Victoria University of Wellington.**  **I agree to such pre-employment checks as deemed necessary being undertaken by Victoria University of Wellington for the role I have applied for.**  **I understand that should I be appointed to the role I must provide certified proof of identity (such as a birth certificate, passport, or driver’s licence) and evidence of New Zealand or Australian citizenship, residence or a valid work visa or resident visa that entitles me to work in the role prior to commencing employment.**  **I understand that should I be appointed to the role I must provide original or certified documentation supporting my educational qualifications. For overseas qualifications, if I have not had my qualification(s) evaluated by the New Zealand Qualifications Authority, I may be required to do so before any offer of employment can be confirmed.** *(Note: For further information refer* [*http://www.nzqa.govt.nz/qualifications-standards/international-qualifications/)*](http://www.nzqa.govt.nz/qualifications-standards/international-qualifications/)  **I understand that if I have given any false or misleading information, or omitted any material fact, I may not be employed, or if I am employed, I may be dismissed.** | | |
| **Signature:** |  | **Date:** |

**Note: By writing your name here you are deemed to have signed this form.**