

Application for Employment



Personal Details

Name: _____ Date of Birth: _____

Address: _____

Phone: Home _____ Mobile _____ Other _____

Email Address: _____ Position applying for: _____

Availability to Start: _____ Salary Expectation: _____

Past Employment (please start with your most recent employment and work backwards)

Date From	To	Employer	Position	Reason for Leaving

Referees

Please provide the names of at least two work referees/previous employers we can contact about your suitability for employment. The referees should preferably be your line manager.

1 Referee's name: _____ Relationship to candidate: _____

Contact phone: _____ Contact email: _____

2 Referee's name: _____ Relationship to candidate: _____

Contact phone: _____ Contact email: _____

Do you consent to us contacting your referees for reference checking Yes No

Are you a member of any professional institution: Yes No If yes, please list

Qualifications/Current Studies (a copy of your academic record may be submitted with your CV)

Degree/Qualification	Date Obtained (year)	Name of Institution

Computer/Information Technology Skills

Please indicate your level of competence by circling/highlighting the description which best describes your skill level

Microsoft Outlook (email)	<i>No knowledge</i>	<i>Basic</i>	<i>Competent</i>	<i>Experienced</i>
Microsoft Word	<i>No knowledge</i>	<i>Basic</i>	<i>Competent</i>	<i>Experienced</i>
Microsoft Excel	<i>No knowledge</i>	<i>Basic</i>	<i>Competent</i>	<i>Experienced</i>
Microsoft Powerpoint	<i>No knowledge</i>	<i>Basic</i>	<i>Competent</i>	<i>Experienced</i>

Competent knowledge of any other computer programmes – please provide details:

Health (pursuant to the Accident Insurance Act 1998)

Do you have any condition, injury or illness which may affect your ability to effectively carry out all the functions and responsibilities of the position applied for? Yes No If yes, please explain:

Other Employment

Do you currently undertake any secondary employment? Yes No If yes, please describe:

Further Information/Declaration

Legal Work Status – Are you legally entitled to work in New Zealand?

As a NZ citizen Permanent Resident A holder of a current work permit

Have you ever been terminated or dismissed from a previous employer? Yes No

If yes, please describe:

Have you ever been convicted of a criminal offence (within the last seven years) or are you awaiting a criminal court hearing? Yes No If yes, please describe:

Do you give consent for Police Vetting/Criminal Records Checking? Yes No

Do you hold a current driver's license (only required if necessary for the position)? Yes No

I declare, that to the best of my knowledge, the information provided in the application and in any CV attached is accurate. I understand that if any false information is given, or material suppressed, I will not be employed, or if I am employed, my employment may be immediately terminated.

Signed: _____ Date: _____

This application should be accompanied by

- A covering letter outlining why you believe you would be a good candidate for this position.
- A copy of your current CV

Please email your completed application form and supporting documents to:

barbara.grout@hospicetairawhiti.org.nz

or post to: The General Manager, Hospice Tairawhiti, C/- Private Bag 7001, Gisborne 4040