

# CONFIDENTIAL APPLICATION FOR EMPLOYMENT



The purpose of this application form is to collect information to assist Christian World Service (CWS) to decide as to your suitability for the position applied for. The information you provide here, and in your CV, will be used to assess your suitability for the position. You should ensure that all information provided is accurate; failure to provide correct information may prejudice our ability to assess your suitability. Provision of false information is grounds for dismissal or cancellation of your employment.

Position: Domestic Partnerships Lead

## Personal Details

Surname/Family Name:

First Name:

Notice Period from current employer:

Annual/Other Leave Planned:

Reason for leaving previous Employer

## Additional Information

1. Are you legally entitled to work in New Zealand? Do you have NZ citizenship, permanent residence in NZ or a current work visa? If you have a current work visa, please note the visa type in the box below.

Yes

No

2. Do you have a spouse, partner, relative or household member working elsewhere in the same or a similar industry as the Employer?

Yes

No

3. Are you aware of any other factors that would place you in a potential conflict of interest with the Employer?

Yes

No

4. Do you perform any other work (paid or unpaid) that you intend to continue to perform if you are offered the role that you are applying for?

Yes

No

5. Have you ever been convicted of a criminal offence in NZ or abroad?

Yes

No

6. Do you have any criminal or civil charges pending in NZ or abroad?

Yes

No

7. Do you have a New Zealand Driver's License?

Yes

No

8. Do you have any demerit points or current endorsements on your driving license, or are you facing any procedures for these?

Yes

No

9. Do you authorise Christian World Service (CWS) to complete Criminal or Credit Checks?

Yes

No

10. Do you authorise Christian World Service (CWS) to complete Qualification Checks?

Yes

No

Question 1 - visa type:

If yes to any of the questions above, please explain:

The following information is required to assist Christian World Service (CWS) meet its obligations under the Health and Safety at Work Act 2015 and the Accident Compensation Act 2001.

Do you have any physical impairment, injury or condition that the Employer might consider would affect your ability to perform this role, or that the role might aggravate (e.g. Back injury, OOS etc.)?

If 'yes' please give details and describe any technical aids or equipment, or adaptations to the workplace we would need to make to ensure your health and safety.

If you are shortlisted for the position do you agree to undergo a medical examination, including a drug and alcohol test, if the employer considers such tests to be relevant to the position? Yes  No

If you are employed by the Employer, do you agree to undergo drug and alcohol tests if (a) you work in a safety sensitive area or (b) there is reasonable cause to suspect that drugs or alcohol may be impacting on your work? Yes  No

### Declaration

I understand that all information provided by me will be held on a confidential basis (in accordance with the Privacy Act 2020) and that my permission will be sought before any identifying personal details are released to a third party.

I consent to Christian World Service (CWS) undertaking reference checks pursuant to my application for a specific employment position and recognise that all enquires will be conducted on a confidential basis, and that Christian World Service (CWS) has the right to maintain confidentiality of this information.

I understand that I may access personal information about me held by Christian World Service (CWS) and request correction of that information. This access to information excludes reference checks undertaken by the organisation and all evaluative or opinion material compiled by Christian World Service (CWS) employees for the purpose of assessing my suitability, eligibility, and qualifications for employment.

I declare that I have disclosed to Christian World Service (CWS) all information, including but not limited to, convictions, accidents, health conditions, diseases, which will be used by Christian World Service (CWS) to determine my suitability for a position with Christian World Service (CWS) I also declare that my reasons for leaving my previous employment are fully detailed in this application. I have declared to Christian World Service (CWS) any formal disciplinary action taken against me by the Employers. I confirm that no Employer has accused me of dishonesty or breach of duties. I understand that if I am employed by Christian World Service (CWS) , and if I have withheld any such information, my employment might be terminated for that reason alone.

I declare that all information provided by me to Christian World Service (CWS) (including the content of my CV), is true, accurate, up to date and declare and is not designed to mislead in any way.

Signature:

Date: