



Application for Employment Form

The information you provide will be used in the selection process only.

Position Information

Vacancy Reference	
Position Title	

Personal Information

Surname	
First Names	
Preferred Name (if different)	
Other names you have been known by	
Postal Address	
Daytime Telephone Number	
Mobile Number	
Email Address	

Employment at St John of God Hauora Trust

Are you a current employee of St John of God Hauora Trust? <i>(If Yes, your Personnel File may be accessed by the selection panel during the selection process)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are not a current employee , have you ever been employed at St John of God Hauora Trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide further details below:			
Dates Employed	Position Title	Location	Reason for Leaving

Applying for Other Positions

Your information may also be used to assess your suitability for any other existing or future vacancy. Do you wish to be further considered for other employment opportunities within St John of God Hauora Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what location would you prefer?	

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Approved Issue Date 1 April 2016	Approved by Steve Berry, Chief Executive Officer
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Working in New Zealand

Please attach copies of your documents of eligibility relating to the questions below.

Are you a NZ or Australian Citizen?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, do you have:	Residency Status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, do you have:	Work Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Type of Work Permit	
	Expiry Date	
	Work Permit Conditions	
If No:	Are you in the process of obtaining either Residency or a Work Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Specify Type of Permit	
	Expiry Date	

Health

Do you have, or have you ever had, a medical or health condition, injury or illness or any other condition that may be aggravated, contribute to or affect your ability to carry out the requirements of the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide details of the condition and how this is likely to affect your work performance.	

Professional Registration (if applicable)

Do you have, or have you ever had, any restrictions placed on your professional registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide details of the restrictions.	

Rostered Shifts

Some positions within SJGHT (i.e., Support Worker) require you to work rostered shifts. Are you available to work rostered shifts Monday through Sunday?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Union Membership

Are you a current member of a Union?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please indicate which Union.	

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Other Employment

Are you employed in another capacity with another organisation (including as a contractor)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide details of where and when.	

Applications for Roles in Community, Youth and Child Services

Please note that all preferred candidates who are applying for a role within Community, Youth and Child Services will have their identity verified through RealMe. If you do not already have a RealMe account set up, St John of God Hauora Trust asks applicants to set up an account at www.realme.govt.nz. This process takes some time, so it is recommended that you set one up as soon as possible.

Driving Licence

Do you have a current and valid Drivers Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please attach copy of Drivers Licence	Licence Type: <input type="checkbox"/> Learners <input type="checkbox"/> Restricted <input type="checkbox"/> Full

Criminal Conviction Details

Please note that you must also declare convictions for which you received name suppression. This applies to all applicants, including overseas applicants.

All applicants will also be asked to complete a criminal conviction check that will be processed by the Ministry of Justice or New Zealand Police as part of the recruitment process. Please note the Criminal Records (Clean Slate) Act 2004 is applicable.

Have you been convicted of any offences against the law in New Zealand or overseas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide further details below:		
Date	Offence	Sentence

Do you have any criminal convictions pending or under investigation, or do you know of any circumstances that might lead to your being charged with a criminal offence in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide further details below:	

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Declaration

I have truthfully completed all sections of this application form and have provided I have truthfully completed all sections of this application form and have provided information (including on my CV and supporting documents) that is accurate and complete to the best of my knowledge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that providing false information or failing to disclose relevant information is contrary to St John of God Hauora Trust's Code of Conduct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I also understand that when deciding whether to employ me, St John of God Hauora Trust will be relying on the truth and accuracy and completeness of the information I have provided. I understand that this means, if the information turns out to be not true or accurate or complete, I could be disqualified from appointment, or if I have already been appointed, my employment could be terminated. Other legal remedies may also be available to St John of God Hauora Trust in that case, including action under the Contractual Remedies Act 1979.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If I am the successful applicant, I consent to a copy of my criminal convictions check to be held on St John of God Hauora Trust's files for audit purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If I am the successful applicant, I consent to St John of God Hauora Trust having full access to information from any education provider(s) to facilitate the verification of any qualifications that I claim to have. This includes any required registrations, certificates, licences and memberships.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that if I have applied for a position involving significant financial risk to St John of God Hauora Trust (including finance, procurement, and payroll staff) I will be subject to a credit check. The consent for a credit check will be sought after a job offer has been made.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:
I understand that if I submit this form in an electronic copy it will constitute an electronic signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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