



**Mahitahi Trust**

Ma te mahi tahi ka whiwhi ora  
People together nurturing wellness

# APPLICATION FOR EMPLOYMENT FORM

## CONFIDENTIAL

Mahitahi Trust requires that this Employment Application Form be completed personally by the applicant to assist Mahitahi Trust with the assessment of your suitability for the relevant position. Failure to provide the sought information may prejudice Mahitahi Trust's ability to assess your application. The questions being asked are relevant to the nature and type of work undertaken in Mahitahi Trust and comply with the rights and obligations under legislation, including the Immigration Act 1987, the Health at Safety at Work Act 2015, the Human Rights Act 1993, and the Privacy Act 1993. The information will be used by Mahitahi Trust to assess you for the purpose of your application only. Should your application be successful, this form and the information provided herein will form part of your personnel file/records. Please note that Mahitahi Trust will generally retain the information for a period of 12 months should your application be unsuccessful. You are entitled to access to this information and you can request access to by writing to the General Manager, People and Performance – PO Box 97537, Manukau, Auckland.

Please **PRINT** clearly. Completion of this form is **NOT** an offer of employment and there is no obligation on Mahitahi Trust to engage or employ the applicant; it is an application **for** employment, detailing your relevant skills, experience and qualifications.

Position Applied for: \_\_\_\_\_ Date: \_\_\_\_\_

### 1. PERSONAL DETAILS

Please circle one: Mr Mrs Miss Ms Other \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Are you known by any other name(s)? Yes  No

If yes, please provide the details: \_\_\_\_\_

Contact address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Town/City: \_\_\_\_\_

Post Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. LEGAL WORK STATUS**

*Original passport/work permit will be photocopied/attached by HR Officer.*

Immigration status:    NZ Citizen         Permanent Resident         Work Permit

If you have a Work Permit, what is the expiry date of your Work Permit (please attach a copy of your Work Permit with this application).

Are there any concerns associated with your residency or eligibility to work in New Zealand?  
Yes         No

If yes, please provide details: \_\_\_\_\_

Please note that you may be required to supply evidence of your Immigration Status in New Zealand, including authorising Mahitahi Trust to confirm this status with the New Zealand Immigration Service.

**3. DRIVERS LICENCE DETAILS**

*Original drivers licence will be photocopied/attached by HR Officer.*

Do you have a **current** full drivers licence?        Yes         No

Licence Classification: \_\_\_\_\_ Expiry Date \_\_\_\_\_

Do any restrictions apply i.e. wear glasses/contact lenses        Yes         No

If yes, please provide details: \_\_\_\_\_

Do you have any demerit points on your licence?        Yes         No

If yes, please provide details: \_\_\_\_\_

Please select the vehicle transmission-type/s that you can and are licenced to operate:

Automatic         Manual         Both

**4. CRIMINAL AND BANKRUPTCY HISTORY**

*I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004. I understand that I must disclose all criminal convictions unless covered by the Criminal Records (Clean Slate) Act 2004.*

Do you have any criminal convictions, including for offences relating to dishonesty (for example fraud, theft, misappropriation of funds), assault related and/or driving related (for example drink or dangerous driving) within the last seven years?

Yes  No

If yes, please detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been the subject of a Diversion ordered by the courts? Yes  No

Are you awaiting charges or a hearing on any charges (civil or criminal)? Yes  No

If yes, please detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As part of our recruitment process, Mahitahi Trust conducts criminal charges/history/conviction checks, through a police vetting process and through the Ministry of Justice. Any offer of employment will be conditional on the receipt and assessment of your criminal record to our sole satisfaction. We ask that you authorise us to access and obtain a copy of your criminal record through the Ministry of Justice and that you authorise us to access and obtain a copy of your police vetting check. Your consent to such checks must be declared on the appropriate forms.

Have you ever been declared bankrupt? Yes  No

If yes, please detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a further part of our recruitment process, we conduct checks. Any offer of employment will be conditional on the receipt of a check of your criminal record to our sole satisfaction.

**5. EDUCATION, QUALIFICATIONS & SKILLS**

*Feel free to skip this section, if you have provided a complete and accurate CV. Otherwise, please list your most recent qualification first, then other qualifications. We may request to view any original records (or certified copies) of such qualifications. In addition, or alternatively, we may request your authority to verify any relevant qualifications directly with the issuing body/organisation.*

<b>School/College/University</b>	<b>Year(s)</b>	<b>Qualification</b>	<b>Level Achieved</b>

Do you have any other qualifications/certificates/licences or have you attended any courses which you believe the company should take into consideration when assessing your application? If yes, please provide details:

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Please describe any additional skills you have which you consider relevant to the position you are applying for:

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What professional organisations do you belong to, if any? \_\_\_\_\_

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Please specify your language proficiency:

English (Written)	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
English (Verbal)	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
English (Reading)	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Excellent	<input type="checkbox"/>

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Can you speak any other language/s than English? Yes  No

If yes, please detail other languages:

Written	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Verbal	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Reading	Basic	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Excellent	<input type="checkbox"/>

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## 6. EMPLOYMENT HISTORY

*Feel free to skip this section, if you have provided a complete and accurate CV (that also addresses the reason for leaving). Otherwise, please list your most recent employer first, then other employers.*

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer Location: \_\_\_\_\_ Position Held From: \_\_\_\_\_ to: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Avg. Hours worked per week: \_\_\_\_\_

Main Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer Location: \_\_\_\_\_ Position Held From: \_\_\_\_\_ to: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Avg. Hours worked per week: \_\_\_\_\_

Main Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer Location: \_\_\_\_\_ Position Held From: \_\_\_\_\_ to: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Avg. Hours worked per week: \_\_\_\_\_

Main Duties: \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Employer Location: \_\_\_\_\_ Position Held From: \_\_\_\_\_ to: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Avg. Hours worked per week: \_\_\_\_\_

Main Duties: \_\_\_\_\_

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## 7. EMPLOYMENT DISCIPLINARY HISTORY

Have you ever been subject to disciplinary action (i.e. warning or dismissal) within the previous 5 years for:

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| a) Dishonesty of any kind (e.g. fraud, theft of property etc.?) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Bullying, harassment, assault, fighting or abuse?            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Alcohol or drug issues?                                      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) Breaching of Health and Safety rules?                        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e) Unauthorised lateness or absences from work?                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f) Unsatisfactory performance?                                  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If so, please provide details (including month/year and outcome of disciplinary action):

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Have you ever resigned as an alternative to being dismissed in previous employment? If so, please provide details (including month/year of resignation):

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**8. RELEVANT DISABILITIES OR MEDICAL CONDITIONS**

The Human Rights Act 1993 defines disability as *"physical disability or impairment; physical illness; psychiatric illness; intellectual or psychological disability or impairment; the presence in the body of organisms capable of causing illness; any other loss or abnormality of a body or mind function; and reliance on a guide dog, wheelchair or other remedial means"*.

Do you have any disability, injury or medical condition (including but not limited to: *Undiagnosed or poorly controlled hypertension, Undiagnosed or poorly controlled diabetes, Irregular heart rhythms, Hernias, Limited range of motion, Potential medication concerns, Poor visual acuity, Poor hearing acuity and/or Chronic back/neck or back/neck related pain*) that may affect your ability to fully, effectively and/or safely carry out the tasks and duties of the position for which you are applying, having regard to the tasks, responsibilities and duties described in the job description (and/or representations by Mahitahi Trust in this respect to date)?

Yes  No

If "Yes", please provide details (including services or facilities which would allow you to carry out the tasks and duties of the role applied for in a safe and satisfactory manner):

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Do you have, or have you had, any injury or medical condition caused by a gradual process, disease or infection which may be aggravated by the function and responsibilities of the position for which you are applying, and as it is described in the job description (and/or representations by Mahitahi Trust in this respect to date)?

Yes  No

If "Yes", please provide details:

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Do you have any past or present injury for which you may or may not have claimed ACC (and/or other insurance cover), which may be aggravated by carrying out the duties of the position for which you are applying, and as it is described in the job description (and/or representations by Mahitahi Trust to date)?

Yes  No

If "Yes", please provide details:

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**9. EMPLOYMENT RELATED QUESTIONS**

Have you worked for Mahitahi Trust before, in any capacity (including as an employee/subcontractor)?

Yes  No

If yes, please provide details (including reasons for leaving Mahitahi Trust):

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Have you worked shift work previously?

Yes  No

To ensure Whaiora coverage, you may be requested to work outside of normal hours of duty. Are you prepared to work outside normal hours of duty, if requested?

Yes  No

Give particulars of days/hours you could work:

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If your application was accepted, when could you commence employment?

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If your application was accepted, would you be bound by any post-employment restraints, e.g. non-solicitation, non-competition, restraint of trade?

Yes  No

If the answer is "Yes", please provide particulars (e.g. scope, duration and area of restraint):

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What are your salary expectations? \_\_\_\_\_



Do you have (or intend to have) secondary employment? Yes  No

Please provide details:

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Are you a member of any territorial force unit? Yes  No

If yes, have you completed whole time training? Yes  No

Do you have a first aid certificate? Yes  No

Expiry Date: \_\_\_\_\_

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## 10. EVALUATION OF RECRUITMENT ADVERTISING

*Please tell us how you found out about this position:*

Newspaper Advert Details: \_\_\_\_\_

Recruitment Agency Details: \_\_\_\_\_

Company Employee Details: \_\_\_\_\_

Trade Me Details: \_\_\_\_\_

Company Website Details: \_\_\_\_\_

Family/Friend Details: \_\_\_\_\_

Seek Details: \_\_\_\_\_

Other Details: \_\_\_\_\_

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## 11. PRE-EMPLOYMENT MEDICAL ASSESSMENT AND DRUG & ALCOHOL TESTING

Mahitahi Trust may request you to undertake a pre-employment medical assessment prior to any offer of employment being made. The completion of this assessment is at no cost to the applicant, and will include a pre-employment drug and alcohol test.

Do you consent to partake in a pre-employment medical assessment and drug & alcohol testing, and for the results of the assessment/testing to be disclosed to Mahitahi Trust?

Yes  No

For the avoidance of doubt, failure to consent to and/or complete pre-employment drug & alcohol testing to a satisfactory standard will result in your application for employment being discontinued.

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**12. CONSENT TO CONTACT REFEREES**

I, \_\_\_\_\_, consent to Mahitahi Trust (and/or its representative or agent) seeking verbal and/or written information on a confidential basis about me from representatives of my previous Mahitahi Trusts and/or referees (as nominated below) and authorise the information sought to be released by them to Mahitahi Trust for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Mahitahi Trust is supplied in confidence as evaluative material and will not be disclosed to me.

*Please provide at least three referees, including your current or most recent manager.*

Contact Name	Company	Position and Relationship	Phone No & Email

Name of Applicant: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_

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**13. ACKNOWLEDGEMENT AND DECLARATION**

*Please do NOT sign this declaration unless you clearly understand it. If you are unsure, please ask for assistance and/or clarification.*

The information is being collected to enable Mahitahi Trust to assess your suitability for employment in this position and will be used for this purpose only. If you fail or refuse to provide the information requested, then your application may be rejected by Mahitahi Trust. If you provide false, inaccurate or incomplete information, this will be considered serious misconduct and may result in (summary) dismissal should you be employed by Mahitahi Trust.

The Privacy Act 1993 provides you with the right to request access to and/or correct the personal information about you held by Mahitahi Trust.

I, \_\_\_\_\_ (*please print your full name*), understand the above consequences and I confirm that to the best of my knowledge the information I have provided in this application form (and any supporting documentation, e.g. CV or cover letter, if any) is complete, accurate and correct, and I

have not withheld any information which may be of relevance to my application and Mahitahi Trust's decision as to whether or not to offer me employment.

I understand by signing this application form I authorise Mahitahi Trust to access any information (including information held by other agencies) relating to the pre-employment medical assessment/s and drug and alcohol testing where this is deemed necessary for the purpose of a:

- Disciplinary process and/or investigation relating to the provision of information during the pre-employment medical assessment; and/or drug and alcohol testing
- Medical examination and/or medical termination process.

I understand that by signing this application, I am providing my written agreement allowing Mahitahi Trust to contact my referees and request either verbal and/or written reference details related to my previous work performance, skills and knowledge.

I, \_\_\_\_\_ *(please print your full name)*, also authorise Mahitahi Trust to access and obtain copies of my criminal record, criminal history and credit history records. I agree to provide Mahitahi Trust with my written consent on any appropriate and applicable forms to enable Mahitahi Trust to obtain such information. I understand that Mahitahi Trust may only offer me employment if the results of such checks are to Mahitahi Trust's sole satisfaction and I understand that, if Mahitahi Trust may make an offer of employment, such offer and ongoing employment would be conditional on Mahitahi Trust obtaining and being satisfied with information provided with regard to my criminal record, criminal history and/or credit history record. I understand that my application may not be further assessed and any application process may be discontinued if I do not provide written authority to Mahitahi Trust with regard to obtaining my criminal record and/or credit history record.

I agree that any information relating to the recruitment and selection process is deemed evaluative and therefore confidential to Mahitahi Trust.

I understand that, if my application is successful, this Employment Application form and any other employment information provided will be kept by Mahitahi Trust in accordance with the Privacy Act 1993.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_