

Application for employment

APPLICATION FORM

Before completing this form please read the *Guide for Applicants* when applying for a position with the Ministry of Defence. Please attach your Curriculum Vitae and covering letter before sending to the Ministry of Defence.

Please send your application to: (if sending electronically save this document and **attach to email**)

Ministry of Defence, Human Resources, P O Box 12703, WELLINGTON.

Telephone (04) 496 0689, fax (04) 4960 859 or email HumanResources@defence.govt.nz

1. Vacancy position name (* indicates required fields)

Name of vacancy position applied for: *

2. Contact details

First name: *	
Last name: *	
Street and Number: *	
Suburb:	
City: *	
Country:	
Postal address if different from above	
Street and Number:	
Suburb:	
City:	
Country:	
Contact numbers	
Telephone: *	
Cell phone:	
Email:	
Alternative number for messages:	

3. Citizenship and security clearance requirements

The following questions will allow us to identify if you are legally entitled to work in New Zealand and if you are eligible to hold a New Zealand security clearance appropriate to the position you are applying for.

Please indicate your current citizen details:

Are you a citizen of NZ? *	Yes	No
Do you have permanent residency? *	Yes	No
Have you lived in NZ for more than five years? *	Yes	No
Do you have the appropriate work permits to legally work in NZ? *	Yes	No

When does your permit expire? _____

Have you been a citizen of any of the following countries for 10 years or more [UK, Canada, Australia, or the USA]? *	Yes	No
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Any offer of appointment to the Ministry of Defence is made subject to obtaining a security clearance to a level appropriate for the position.

Do you have any objection to this security clearance process? *	Yes	No
Do you have a current security clearance? *	Yes	No

If 'yes' (you do have a current security clearance) please indicate the date of issue and the level of clearance:

Criminal Convictions:

Have you been convicted of any offence against the law or do you have any criminal charges pending? (exclude minor speeding and parking offences). The Ministry of Defence has an exemption to the Criminal Records (Clean Slate) Act 2004. Convictions subject to these provisions must be declared. *

Yes No

If yes, please give details:

4. Health and safety

Have you had an injury, disability or illness that could be aggravated by any tasks you may be required to perform or may impact on your ability to perform the tasks of this position? *

Yes No

If yes, please give details:

5. Previous employment

Have you previously been an employee of the Ministry of Defence? *	Yes	No
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If yes, please provide dates employed and positions held:

Dates employed: _____

Position held: _____

9. Interview information

If you are shortlisted for interview, do you wish to bring whanau or a support person with you to the interview? * Yes No

If you are shortlisted for interview, do you have any special requirements that will need to be accommodated at the interview? * Yes No

If you have answered 'yes' to either of these questions, please advise Human Resources when an interview time is notified to ensure appropriate arrangements are made to accommodate your request.

10. Privacy Act 1993

The information which you supply on this application form and as part of your application (excluding the Statistical Information) is solely to assess your suitability for employment with the Ministry of Defence, and in the event of a review of your provisional appointment, information relevant to the review may be provided to a person seeking or considering seeking a review of appointment.

No information will be disclosed to third parties without your authorisation, except in an appointment review situation as identified above or as otherwise required by law. Information on unsuccessful candidates will be confidentially destroyed 30 days after the appointment to the position is confirmed.

You have the right to review your personal information held by the Ministry of Defence in the presence of a staff member from Human Resources and may request correction if necessary.

11. Declaration

I hereby authorise the Ministry of Defence to collect such personal information about me from the named referees as is necessary to assess my suitability for employment with the Ministry and I authorise the Ministry of Defence to disclose such personal information as is necessary for the same purpose. I also authorise the named referees holding such information about me to disclose that information to the Ministry of Defence for the same purpose.

I authorise the Ministry of Defence to access records of my past employment with the Ministry of Defence.

I hereby declare that I have read the above Privacy Act statement and I am aware of my rights under the privacy Act 1993.

I consent to the Ministry of Defence verifying my academic qualifications.

I certify that the information I have provided is correct and no information has been omitted. I understand that failure to complete all sections truthfully or failure to provide information that is accurate will render this application invalid and, if appointed, may be grounds for dismissal.

Your signature

[By typing your name in the space provided you are 'electronically signing' this form.]

Signature: *

Date: *

12. Curriculum vitae and covering letter

Checklist:

Please attach the following documents in your email or hardcopy application:

- | | | |
|--|-----|----|
| 1. Attached recent curriculum vitae * | Yes | No |
| 2. Attached covering letter * | Yes | No |
| 3. Save this application form and attach to email. * | Yes | No |

Statistical Information (Voluntary)

The provision of this information is voluntary. We use this information to monitor whether our methods of advertising and supplying information to potential applicants are resulting in a diverse range of applications and whether our appointments are reflecting our aspirations to be an equal opportunity employer.

Position applied for:

Please advise how you heard about this vacancy:

Someone told me	Newspaper
MoD internal advertising	Recruitment Agency
MoD website	Other, please specify:
Government Jobs On-line	

Gender: Male Female

Date of birth (Day/Month/Year):

Ethnicity:

Please tick the appropriate ethnic groups with which you identify most:

NZ European/Pakeha	Filipino
NZ Māori	Khmer/Kampuchean/Cambodian
Australian	Vietnamese
British (incl. English, Irish, Scottish)	Other Southeast Asian
Dutch	Chinese
German	Indian (incl. Fiji Indian)
Italian	Japanese
Polish	Korean
Other European	Sri Lankan
Cook Island Māori	Other Asian
Fijian (except Fiji Indian)	African
Niuean	Latin American/Hispanic
Samoan	Middle Eastern
Tokelauan	
Tongan	Other, please specify:
Other Pacific Peoples	

Current Employment Status:

Current MoD staff member	Re-entering or Entering Workforce
Private Sector Employee	
Public Service Employee	Other, please specify:
Crown Entity/State Owned Enterprise Employee	

Disability/Health issues:

Do you have any disability or health related issue that has affected your employment or made access to employment or staff development difficult? Yes No