



APPLICATION FOR EMPLOYMENT

SECTION 1: APPLICATION DETAILS

Vacancy number: _____
Position applied for: _____
Location: _____
Closing Date: _____

SECTION 2: PERSONAL DETAILS

NAME AND CONTACT DETAILS:

Family name: _____
First name(s): _____
Postal Address 1: _____
Postal Address 2: _____
Suburb: _____
City: _____
Country: _____ **Post/Zip Code** _____
Telephone: _____
(Tick preferred) Day: Night: Mobile:
Preferred Email: _____

SECTION 3: CITIZENSHIP AND RIGHT TO WORK

QUESTION 3A: ARE YOU A NEW ZEALAND CITIZEN?

Yes - Go to Section 4 **No** - Go to question 3B

QUESTION 3B: DO YOU HAVE PERMANENT RESIDENT STATUS?

Yes - Go to Section 4 **No** - Go to question 3C

QUESTION 3C: DO YOU HAVE A CURRENT WORK PERMIT?

Yes - Go to Section 4 **No** - You may not be eligible to work at Department of Conservation*

*Information about immigrating to New Zealand can be obtained by visiting the New Zealand Immigration Service website: <http://www.immigration.govt.nz>

SECTION 4: EMPLOYMENT WITH THE DEPARTMENT OF CONSERVATION

Are you currently employed by the Department of Conservation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes please give position and location	
If not currently employed have you previously been employed by the Department of Conservation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes please provide details of position, location and employment dates	
If you are currently employed or have previously been employed by the Department of Conservation do you give permission for your personal file to be seen by the interview panel?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5: CRIMINAL CONVICTIONS

SECTION 5A: INFORMATION FOR DISCLOSURE OF CRIMINAL CONVICTIONS

NOTE: The Department of Conservation requires you to disclose all convictions unless they are covered by the Criminal Records (Clean Slate Act) 2004.

WHAT MUST YOU DISCLOSE?

You must declare all of your convictions (in Section 5B below) if you have:

- been convicted of an offence within the last 7 years; OR
- been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal); OR
- been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; OR
- been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired); OR
- not paid in full any fine, reparation or costs ordered by the Court in a criminal case; OR
- been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

DO ANY OF THE ABOVE CRITERIA APPLY TO YOU?

- No, none of the above criteria applies to me or I have no convictions.
- Yes, at least one of the criteria applies and I have disclosed my criminal convictions in the table below.

If yes please provide details:

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NOTE: The declaration of a minor offence does not mean that you will not be employed. However, the non-declaration of an offence that you are required to disclose will be seen as a misrepresentation of a criminal record and treated accordingly.

SECTION 5B: CRIMINAL CHARGES PENDING

DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING?

YES

NO

If yes please provide details:

SECTION 6: OTHER INFORMATION

SECTION 6A: HOW DID YOU FIND OUT ABOUT THIS VACANCY?

Personal Contact - Please specify:

Newspaper - Please specify:

Website - Please specify:

Other - Please specify:

SECTION 7: DECLARATION

I understand that if I have given incorrect or misleading information, or have omitted any pertinent information in my Application for Employment form, CV or supporting papers, I may be disqualified from appointment or, if appointed, liable to be dismissed.

I understand that, as part of the appointment process, the Department has a procedure for reviewing appointments at the request of existing employees. In accordance with the Privacy Act 1993, I authorise the Department of Conservation to use the information which I have provided for any appointment review process and to disclose personal information that relates to my application for appointment to employees of the Department who are seeking a review of my appointment to that vacancy and to any independent reviewer undertaking an appointment review. The information disclosed must be directly relevant to the appointment decision.

Your Signature

Date

NOTES FOR APPLICANTS

Please read these notes before completing your Application for Employment form:

- Please complete all sections in the Application for Employment form yourself and use capital letters for names.
- Please attach a Curriculum Vitae (CV) and a supporting letter of application. A guide to preparing a CV is below. Please ensure your CV provides evidence of the capabilities relevant to the position and as detailed in the Role Description. Note, your capabilities may also refer to the skills and knowledge you may have gained through community, family or unpaid work.
- Your CV should be in A4 format, stapled and not bound. It will be hole-punched and photocopied on receipt. CVs will become the property of the Department and will not be returned unless specifically requested.
- A separate Application for Employment form and CV must be completed for each vacancy you apply for.
- Your Application for Employment form and any other information you provide in support of your application will be treated as confidential.
- All applicants selected to attend an interview are advised that they may bring along a whānau or support group. All costs for whānau or support groups will be met by the applicant.
- Written requests for access to, or corrections of personal information, in terms of the Privacy Act, should be addressed to the office at which applications closed as specified in the vacancy advertisement.
- If your application is successful, your provisional appointment will be notified in the “DOC Gazette” with an appointment review period of 14 days. If no reviews are lodged, or if any lodged are not upheld, your appointment will then be confirmed.
- If your application is successful, when you take up the position you may be required to provide copies of: birth certificate or passport, if applicable, a certificate of New Zealand citizenship, permanent residence permit or work permit; and certificates of educational qualifications.
- For some vacancies you may be requested to authorise a security clearance and/or complete a health assessment as part of the application process.
- The Department has a policy of equal employment opportunities.
- The Department is committed to giving effect to the principles of the Treaty of Waitangi in accordance with the Conservation Act 1987.
- You will be advised in writing of the outcome of your application.
- All appointments are made subject to the State Sector Act 1988.

GUIDE TO PREPARING A CURRICULUM VITAE

A Curriculum Vitae (CV) is a statement about you. Its purpose is to provide a prospective employer with information about you and your skills, experience and personal qualities relevant to a particular position. A CV should list essential information about you, what you have learned and accomplished regardless of where or when you obtained your knowledge and experience and regardless of position titles or pay. Obtain the Role Description and focus the content of your CV on the knowledge, skills, capability and experience required.

There is no set way to prepare a CV. The following is one suggestion:

NAME

Give your full name. Perhaps underline your preferred given or first name.

ADDRESS

Give an address where you can be contacted.

TELEPHONE NUMBER

Give a telephone number where you can be contacted or where a message can be left.

QUALIFICATIONS

List your most recent position first and work backwards in time. Give the name of your employer, location, the position title and number of years in the position. Identify key responsibilities, experience, skills, and achievements you have gained in each position that is relevant to the vacancy you are applying for. Please also ensure that your CV provides evidence of the capabilities relevant to the position as detailed in the Role Description.

UNPAID WORK, COMMUNITY, FAMILY AND OTHER EXPERIENCE

Outline community, family, unpaid work or other experience that you have had and how this is relevant to the vacancy you are applying for.

TRAINING

List any training and development you have received which you think may be of interest to the selection panel and enhance your chances of being selected for interview.

REFEREES

Provide the name of at least two referees whose consent you have obtained for a confidential reference. Where possible both referees would be able to give work-related information and at least one should have supervised or been senior to you in your current or most recent employment.

FURTHER OPTIONAL INFORMATION

You may wish to add further information about yourself which will add to the knowledge that the employer may gain about your skills and capability for the position. List other attainments and qualifications not already mentioned. You may also, if you wish, attach copies of any recent written reference(s) that you hold.

ALSO REMEMBER

It is not necessary to enclose your CV in a folder or binder as these are often discarded when your application is filed. It is important, however, that all photocopies of papers provided are good clean copies and of A4 size. Keep it brief, up to date and focused on the knowledge, skills and experience relevant to the vacancy.