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Description automatically generated

**Application for employment**

The information you provide on this application for employment form will be collected and confidentially held by Masterton District Council (MDC).

Personal details

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Contact phone numbers** |  |
| **Email address** |  |
| **If your application is successful, you will be required to confirm your identity.** | |

Position details

|  |  |
| --- | --- |
| **Which position are you applying for?** |  |
| **If you have previously been employed by MDC, please list any former roles you have held and the years** |  |
| **Please indicate by name, if you have a relative, close friend or household member currently employed by MDC or who is in a position that could possibly cause conflict if you were appointment** |  |
| **How did you first learn of this position?** | Seek  LinkedIn  LG Jobs  MDC Website  Trademe  Word of mouth  Other |

Right to work status

|  |  |
| --- | --- |
| **Are you a New Zealand citizen or permanent resident?** | Yes  No |
| **If no, do you hold a current valid work visa?** | Yes  No |
| **Expiry date of visa** |  |
| **Provide any conditions of the visa** |  |
| **If your application is successful, you will be required to provide evidence of your entitlement to work in New Zealand. (i.e. passport, work visa or residency paperwork)** | |

General

|  |  |
| --- | --- |
| **Do you hold a current valid New Zealand drivers’ licence?** | Yes  No  Full  Restricted  Learners |
| **Do you have any restrictions on your driver’s licence? List accordingly** | Yes  No  List here: |
| **Have you been convicted of any criminal offence in the last 7 years? If yes, please list accordingly** | Yes  No  List here: |
| **Do you have any criminal proceedings pending? If yes, please list accordingly** | Yes  No  List here: |
| **If your application is successful, you will be required to produce a copy of your driver’s licence and undertake a Police Vetting or Ministry of Justice criminal convection request.** | |
| **What are your salary expectations for this role?** | $ |
| **Are you currently engaged in any other employment, which will continue if you are successful in gaining this position? If yes, please list accordingly** | Yes  No  List here: |
| **If you are in current employment, how much notice do you need to provide before you can start in the position you are applying for?** |  |

Health

|  |  |
| --- | --- |
| **Do you have any health conditions that could affect your ability to perform the position you are applying for? If yes, list accordingly.** | Yes  No  List here: |
| **If required, do you consent to undertaking of a pre-employment health check?** | Yes  No |

References

|  |  |
| --- | --- |
| **If not listed in your CV, please provide the names, their relationship to you and contact phone number. (At least two please)** | Referee one:  Referee Two:  Referee Three: |
| **By providing these references you consent to MDC contacting the above-named person(s) as referees.** | |
| **Do you understand that the information received by MDC is supplied in confidence as evaluative material only and will not be disclosed to you?** | Yes  No |

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **I agree and declare that all the information I have provided on this application for employment form is a true and accurate record.** 2. **I authorise any screening processes that MDC see fit to exercise in considering this application. I understand this process may include employer references and checking of criminal conviction check and or police vetting, or pre-employment health check.** 3. **I am not aware of any personal conflict of interest circumstances, medical condition or disability that would limit my ability to adequately perform the position which I am applying for.** 4. **I accept that, should my application be successful, the information in this document will form part of my contract of employment and falsification of any information is grounds for dismissal.** 5. **By returning this application electronically it is acknowledged that I fully agree with the above declaration. Applicants invited to an interview are required to sign this declaration.** | | | |
| **Signed** |  | **Date** |  |
| ***Please return this completed and signed form directly to the People and Culture Team at MDC via*** [***peopleandculture@mstn.govt.nz***](mailto:peopleandculture@mstn.govt.nz) | | | |