



**CONFIDENTIAL**

# Application for Employment

The purpose of this application is to obtain information from you to assist Otago Polytechnic make a decision regarding your suitability for the position applied for. The information will be held by the Human Resources Department. If this application is unsuccessful, it will be held for a period of 6 months. After that time it will be destroyed. If successful, it will form the basis of your employee file.

<b>POSITION DETAILS</b>	Position Applied for:			
	Vacancy Number:		Where did you see this vacancy advertised?	

<b>PERSONAL DETAILS</b>	Surname:		First Name(s):	
	Postal Address:			
	Email Address:		Home Phone:	
	Mobile:		Work Phone:	

<b>EEO</b>	<p>The information in this section is being collected for statistical purposes only, to enable Otago Polytechnic to meet its EEO obligations. This information will not be used in making a selection decision.</p> <p>Ethnic Origin: Which ethnic group do you identify with?</p> <p> <input type="checkbox"/> New Zealand European      <input type="checkbox"/> Māori (<i>please specify iwi affiliations</i>)  <input type="checkbox"/> European      <input type="checkbox"/> Pacific Peoples (<i>please specify</i>)  <input type="checkbox"/> Middle Eastern/Latin American/African (<i>please specify</i>)  <input type="checkbox"/> Asian (<i>please specify</i>)      <input type="checkbox"/> Other Ethnicity (<i>please specify</i>)         </p>			
	Gender:      Male / Female		Date of Birth:      ____ / ____ / ____	

<b>IMMIGRATION</b>	Are you a New Zealand citizen?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If no, are you legally entitled to work in New Zealand?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Please attach a <u>copy</u> of resident permit / work visa <input type="checkbox"/> attached	

<b>OTHER</b>	Do you have a current Drivers Licence?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Class(es): _____	
	Have you previously been/are you currently an employee of Otago Polytechnic?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Period employed: from _____ to _____ Position held _____	
	Have you had any periods of extended leave for illness / an accident from employment?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please state reason: _____		
Should you be selected for an interview, do you wish to bring Whānau / support with you?      Yes <input type="checkbox"/> No <input type="checkbox"/>		

**HEALTH & SAFETY**

The following information is required to assist Otago Polytechnic to meet its obligations under the Health and Safety in Employment Act 1992, and Amendment Act 2002, and the Injury Prevention, Rehabilitation and Compensation Act 2001.

Is there anything that might prevent you from performing the full range of tasks involved in this position, including the effects from any previous or current injuries or health conditions?

Yes  No

If "yes" please give details

Please describe any support that would be needed to ensure your health and safety, which may include technical aids, equipment or adaptations to the work environment.

**MEDICAL CLEARANCE**

Confirmation of the appointment of the successful applicant may be subject to the receipt of a satisfactory medical clearance. The cost of the medical examination will be borne by Otago Polytechnic.

**CRIMINAL OFFENCES**

Other than under the provisions of the Criminal Records (Clean Slate) Act 2004, have you been convicted of a criminal offence? *Please check your rights on disclosure under the Criminal Records (Clean Slate) Act 2004 before answering this question.*

Yes  No

Are you awaiting the hearing of charges in a civil or criminal Court of Law? Yes  No

If you have ticked "yes" please provide details below:

**DECLARATION**

I consent to Otago Polytechnic making enquiries to verify the information in my application, undertaking reference checks and pursuing contacts of its own pursuant to my application, and recognise that all enquiries will be conducted on a confidential basis and that Otago Polytechnic has the right to maintain the confidentiality of this information.

I understand that I may access personal information about me held by Otago Polytechnic and request correction of that information. This access to information excludes reference checks undertaken by Otago Polytechnic and all evaluative or opinion material compiled by Otago Polytechnic for the purpose of assessing my suitability, eligibility and qualifications for employment.

I declare that I have disclosed to Otago Polytechnic all information reasonably having a bearing on whether or not Otago Polytechnic might employ me. I understand that if I am employed and if I have withheld any such information, my employment might be terminated for that reason alone.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Ka tautoko te Kura Matatini ki Otago i Te Ara Whakawhiwhi Mahi  
Equal Opportunity in Employment*