



## **APPLICATION FOR EMPLOYMENT**

Complete information should be provided for each question unless otherwise advised, regardless of whether an individual considers it relevant to the position applied for.

### **Collecting and holding personal information**

The information provided on this Application for Employment form will be collected and held by White Island Tours Ltd.

### **Purpose**

This information is collected for the purpose of assessing your suitability for employment with White Island Tours Ltd (which may include subsequent changes in employment within the organisation).

If your application is successful, this form will be retained on your personal file. If unsuccessful it will be destroyed, along with your other application papers, one month after the successful applicant is appointed.

### **Your access to this information**

You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

### **Position**

The position applied for is .....

**SECTION 1 – PERSONAL INFORMATION**

First name(s)

.....

Family name

.....

If you are known by any other names please record here:

.....

Residential Address:

.....

.....

Telephone No:

(Home) .....(Work).....

Iwi Affiliations:

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**SECTION 2 – EDUCATION**

Name of education organisation (e.g. school, college, training establishment, university) of highest qualification achieved.

.....

Number of years attended:

.....

Qualifications/Standard of Achievement:

.....

For other formal qualifications you consider relevant, list the issuing authority e.g. polytechnic, university or Private Training Establishment with the qualifications/standards of achievement and years of attendance.

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Are you a New Zealand citizen?      Yes                  No

If you are not a New Zealand citizen:

Do you have permanent residency in New Zealand; or Yes                          No

Do you have a permit and/or visa to work in New Zealand? Yes                          No

Have you been convicted of any offence against the law within the last seven years or do you have any criminal charges pending (apart from minor speeding or parking offences)?

Yes                          No

(Note: a false declaration about prior convictions or pending prosecutions will invalidate your application.) Please note that subject to the nature of the role applied for, you may be required to agree to a Ministry of Justice check. If Yes, please give details:

Have you had an injury, disability or illness that could be further aggravated by any tasks you may be required to perform? (Note: this information is required to assist us in meeting our obligations to provide a safe workplace for staff. Declaration of a medical condition will not rule you out of consideration.) Yes                          No                          If Yes, please give details:

**SECTION 3 – EMPLOYMENT HISTORY**

Have you previously been employed by this organisation? Yes                      No

Please provide details of all previous employment, start with the most recent position

Name/Address of Employer	Length of Service Start/End dates	Nature of work	Reason for Leaving