

Employment application form



Please complete and forward to Upper Hutt City Council, Private Bag 907, Upper Hutt together with your CV and a covering letter in support of your application.

CONFIDENTIALITY AND PRIVACY

This information is collected for the purpose of assessing your suitability for employment with Upper Hutt City Council (UHCC). If your application is successful this form will be retained on your personal file. If unsuccessful, your application will be retained by UHCC for 3 months only (for Privacy Act purposes). Please provide a stamped, self addressed envelope if you would like your CV returned. We will, however, retain a record of your name and address for statistical purposes and possible future contact.

Position applied for	
How did you learn of this position?	

PERSONAL DETAILS	Title		
Surname		First name(s)	
Address		Home phone	
		Work phone	
		Mobile phone	
Can we contact you at work (circle choice)?	yes / no		
Email			
Other name(s) by which you have been/or are known by			

EDUCATIONAL / PROFESSIONAL / TRADE QUALIFICATIONS AND/OR ASSOCIATIONS

Please list most recent first

Qualification/membership	Date obtained/current	Institution/association

REFEREES

Please provide the names of two persons, preferably recent employers, from whom UHCC may request confidential references. Please indicate (circle choice) if you are willing for us to contact your referees: YES / NO

Name		Name	
Address		Address	
Phone		Phone	
Fax		Fax	
Email		Email	
Position		Position	

HEALTH AND SAFETY REQUIREMENTS

In accordance with our requirements under the Injury Prevention Rehabilitation and Compensation Act 2001, and the Health and Safety in Employment Act 1991, we ask that you inform us of any current condition/s, past medical history, or claims to ACC which may affect your ability to effectively carry out the duties of the position you have applied for.

Declaration of a medical condition does not exclude employment opportunities within UHCC.

Please circle your choices below.

Do you currently have, or have you ever had a medical or health related condition caused by gradual process (i.e. injury caused by overuse or repetitive activity), injury, illness or disability that could affect your ability to carry out the duties and responsibilities of the position applied for; or which could be aggravated or contributed to by the duties and responsibilities of the position applied for?	yes / no
If YES please specify the health problems/disabilities	
Have you ever lodged a claim for an occupational or work related injury or condition?	yes / no
If YES, please provide details including the condition/s for which claim/s were lodged and date of lodgement	
If you have indicated a medical or health related condition that could affect your ability to carry out your job, please indicate whether you would be prepared to undergo a medical examination by a doctor nominated by UHCC (at its expense) to determine your ability to perform your job prior to us making a decision about your application?	yes / no
If you are currently suffering, or have suffered in the past from injury or illness, are there any special services or facilities which we could provide to enable you to carry out the work duties safely?	yes / no
If YES, please specify	

CRIMINAL CONVICTIONS

Have you ever been charged with, or convicted of a criminal offence or have any charges pending (excluding minor traffic offences)?

***Please be aware that you are not obliged to declare certain offences which occurred more than 7 years ago under the Criminal Records Clean Slate Act 2004. If you have any doubts, please seek legal advice before completing this question.**

yes / no

If YES, please provide details	
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CREDIT AND CRIMINAL CHECKS

Some roles require completion of a criminal and/or credit check due to the responsibilities associated with the role. A separate form will need to be completed in such an instance. If required, do you agree to a criminal and/or credit check.	yes / no
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DRIVERS LICENCE

Current drivers licence	yes / no	Class of licence	
Please supply details of any endorsements, conditions and expiry dates listed on your drivers licence (see section 4b, 7, 8 and 9 on your licence):			

RIGHT TO WORK
To legally work in New Zealand you need to be a New Zealand citizen, or have permanent resident status, or have a current work permit.

Are you a New Zealand Citizen?	yes / no
If NO, are you a permanent resident of New Zealand or do you have a current work permit?	
If you have a work permit, please advise the expiry date	

OTHER INFORMATION

Have you ever been employed by UHCC	yes / no
If YES, please give details	
Do you have a spouse, partner, relative or household member working for UHCC?	yes / no
If YES, please give name of person and state relationship	
Have you ever been dismissed from a previous role?	yes / no
If YES, please provide details	

DECLARATION

1.	I am able to provide evidence as required to support the information provided in this application.
2.	I am aware that under the Privacy Act 1993, I have the right of access to personal information and to request a correction to it and/or to request that there be attached to it a statement supplied by me relating to the fact that I have requested a correction.
3.	I certify that to the best of my knowledge, the answers to the questions contained in this application form are correct. I understand that if false information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be instantly dismissed. I also understand that any false information given in the Health and Safety Section of this form may result in my loss of entitlement for any compensation from the Accident Compensation Corporation (ACC).

Signed:	Date:
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