

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT**

The purpose of this application is to obtain information to assess your suitability for employment at Rural Canterbury PHO. The completion of this form does not indicate that there is any obligation to engage the applicant. If your application is successful, this form will be included in your employee file.

<b>PERSONAL DETAILS</b>	Position applying for:	Location:		
	First Name:	Surname:		
	Address:			
	Phone No. (Home):	Phone No. (Work):		
	Cell phone No.:	Email:		
	Do you have a current drivers licence?	Yes / No		
	If 'yes' circle one:	Full Licence	Restricted Licence	Learner's Licence
	If your application is successful when could you commence employment?			
Are you legally entitled to work in New Zealand?		Yes / No		
As:				
• A New Zealand Citizen		Yes / No		
• A Permanent Resident		Yes / No		
• A holder of a current Work Permit		Yes / No		

<b>HEALTH &amp; SAFETY</b>	Do you have any medical condition or injury, which may affect your ability to effectively carry out the functions and tasks of the position applied for (e.g. hearing loss, occupational overuse injuries, back injuries etc)?	Yes / No
	If 'yes' please give details and describe any technical aids, equipment or adaptations to the workplace we would need to make to ensure your safety:	_____
		_____
		_____
<u>Medical Certificate</u>		
Confirmation of the appointment of the successful applicant may be subject to the receipt of a satisfactory medical certificate.		

<b>CRIMINAL OFFENCES</b>	Please indicate below whether or not you have been convicted, discharged without conviction, or experienced police diversion as a result of any criminal charges, or if you have any criminal charges pending. A criminal charge is one in which it is alleged that you have broken the law in some way. (Inclusive of traffic offences in the last 24 month period).	Yes / No
	If 'yes' please provide details:	_____
		_____

<b>COMPUTER SKILLS</b>	Circle which Microsoft product and level of proficiency is applicable to you:				
	<b>Word</b>	<b>Excel</b>	<b>Outlook</b>	<b>Powerpoint</b>	<b>Access</b>
	Basic	Basic	Basic	Basic	Basic
	Intermediate	Intermediate	Intermediate	Intermediate	Intermediate
	Advanced	Advanced	Advanced	Advanced	Advanced
	Other (please specify): _____				

<b>INFORMATION TO APPLICANTS</b>	<ul style="list-style-type: none"> <li>• Applications to include: completed Rural Canterbury PHO Ltd Application for Employment Form, a current Curriculum Vitae with a covering letter.</li> <li>• Applications will be held by the RCPHO and will be made available only to those responsible for making the selection.</li> <li>• The Position Description supplied to you outlines the main objectives of the position, key tasks and the desired experience, qualifications, skills and attributes that are required.</li> <li>• When applications close, applicants will be formally advised that their application has been received and the timeframe for applications to be reviewed and shortlisted. The information in the applications will be compared to the requirements outlined in the Position Description and a shortlist made of the most suitable applicants, who will be interviewed.</li> <li>• Interviews for shortlisted applicants will occur as soon as possible. Applicants who are not selected for interviewing will be informed as soon as practicable after the selection process is complete. Application Forms and CV's of unsuccessful applicants will be destroyed.</li> </ul>
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<b>DECLARATION</b>	<p>I declare that to the best of my knowledge the information provided in this application and in my Curriculum Vitae enclosed is accurate and I understand that if any false or misleading information is given, or any material suppressed, I will not be employed, or if I am employed, my employment may be terminated.</p> <p>I understand that I may access personal information about me held by Rural Canterbury PHO and request correction of that information. This access to information excludes reference checks undertaken by Rural Canterbury PHO and all evaluative or opinion material compiled by Rural Canterbury PHO for the purpose of assessing my suitability, eligibility and qualifications for employment.</p>
	Name: _____
	Signature: _____
	Date: _____

<b>REFEREES</b>	Please give details of at least two referees whose consent has been obtained and who may be contacted for a confidential reference. Where possible, references should be able to give work-related information that will assist with this application:	
	Note: Referees will not be contacted without prior advice to applicants	
	Name: _____	
	Position/Relationship: _____	Company: _____
	Phone No.: _____	Email: _____
	Name: _____	
	Position/Relationship: _____	Company: _____
	Phone No.: _____	Email: _____
	Name: _____	
	Position/Relationship: _____	Company: _____
	Phone No.: _____	Email: _____