



## Application for Vacancy

Please complete all sections of this form, answering all questions.

The form must be signed and dated.

Position Applied For:

**Alliance Administrator**

Closing Date:

**5:00pm Friday 8<sup>th</sup> December 2023**

### Section One: Personal Details

Title:	Mr/Miss/Mrs/Ms (please circle)				
Family name:					
First name(s)				Known as:	
Address:					
				Postcode:	
Telephone:	Private	( )	Business*	( )	
Mobile:		Email address:			
Date of Birth: (optional)			I may be contacted at work: Yes <input type="checkbox"/> No <input type="checkbox"/>		

Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have: permanent resident status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a current work permit?	Yes ** <input type="checkbox"/>	No <input type="checkbox"/>
** expiry date	/ /	

How did you find out about this vacancy, i.e. which newspaper, website etc.	
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Applicants are asked to submit an application for vacancy form, a letter of application and curriculum vitae. The CV should be in A4 format on white or pale coloured paper and be stapled, not bound (as it will be photocopied). Your CV should provide evidence of the knowledge skills and ability you have for the position in terms of the job description/advertisement. Your CV and its attachments will be retained unless you request otherwise.

Please send your application to Tararua District Council, P O Box 115 (26 Gordon Street), Dannevirke, phone 06 374 4080, or by email to [hr@tararua.govt.nz](mailto:hr@tararua.govt.nz), attention Group Manager – People and Capability

## Section Two: General

Do you have a current New Zealand Driver Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Class(es):		
Any endorsements? Please specify. (e.g. can only drive an automatic vehicle)		

Have you ever been convicted of any offence against the law? [not concealed under the Criminal Records (Clean Slate) Act 2004]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you waiting the hearing of charges in a civil or criminal court of law?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to either of the above, please specify.		

Have you had an injury or illness that may affect your ability to perform the duties of this position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please explain:		

Are you fully vaccinated against Covid-19 (i.e., have had 2 doses of an approved Covid-19 vaccine)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please provide details of your vaccination status.		

Have you made any claims against ACC in the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		

What is the earliest date you could be available to start work?	/ /
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Please note that if you give any incorrect or misleading information or have omitted any important information during the appointment process, you may be disqualified from consideration, or, if appointed, be liable for dismissal.

I certify the information provided is correct and no relevant material/information has been omitted. I give permission for the referees in my CV to be contacted. I understand that the Tararua District Council may require verification of my

academic record. I consent to the Council seeking verbal or written verification on a confidential basis of my academic record as described in the CV I have provided. I authorise the release of this information to the Tararua District Council.

Signed:		Date:	/	/
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Your application for this vacancy is appreciated by the Council; thank you for your interest.

This information will only be used for the purposes of processing this application.

## Additional Information for Applicants

### Curriculum Vitae

Your curriculum vitae should contain the following information:

#### Checklist:

- Education and training, qualifications, courses, and conferences attended
- Full employment history in chronological order
- Unpaid work history
- Interests, hobbies
- Specific skills and abilities
- Names and addresses and contact telephone numbers of two referees (preferably work related) who may be contacted
- Any other details you feel will be useful

### Interviews

Applicants selected for an interview and wishing to have whanau or individual support should indicate this at the time interview arrangements are made.

### Equal Employment Opportunities

Tararua District Council is committed to the principle of Equal Employment Opportunity (EEO) and welcomes applications from all people suitably qualified for each position.

Information about the Tararua District Council can be accessed through our website <http://www.tararua.govt.nz>

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Applicants Name:

Date Application Received:

*Thank you for your interest in the Alliance Administrator vacancy, we appreciate the time & effort you have taken to apply for the position.*

*All applications will be reviewed after the closing date and those selected for an interview will be contacted. We will also respond to ALL applicants when the recruitment process is complete.*

*Thanks again and all the best with your application!*