

The Waikato Regional Council

Job application form

The person applying for a role with Waikato Regional Council must personally complete this application form.

To have the best chance of making it through the selection process, you will need to give us relevant information. You can provide this by ensuring your CV addresses the specific competencies identified for the role and gives an accurate account of your experience and qualifications in each competency, preferably citing examples of each. You need to complete a separate application form and attach a CV for each vacancy you apply for.

The Waikato Regional Council acknowledges and respects the privacy of individuals. We advise that the information that you provide in your application and CV may be entered into an electronic database by information storage and security staff for administration purposes.

All roles require some form of background check. Dependent on the role you apply for some or all of the following checks may be required :

- Criminal check
- Credit check
- Qualification check

You are also required to read, sign and date the declaration below.

Position

Position applied for: _____ Vacancy id: _____

Personal information

Title: _____

First name: _____ Family name: _____

Email: _____

(Valid email address required. If you have no email address you can set one up from www.hotmail.com)

Phone number (daytime): _____ Phone number (mobile): _____

Postal address: _____

Postcode: _____

General

Work entitlement: Are you legally entitled to work in New Zealand? ☐ Yes ☐ No
If no you will need to provide evidence of your entitlement to work.

Convictions: Have you been convicted of a criminal offence in the last seven years? ☐ Yes ☐ No
If **yes** please give details:

As part of the application process you may be required to complete a form authorising The Waikato Regional Council to undertake a criminal activity check.

Are you awaiting trial for a criminal offence? ☐ Yes ☐ No

Have you ever been sentenced to a custodial sentence? ☐ Yes ☐ No

Driving offences: Have you ever been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 (or earlier provision)? ☐ Yes ☐ No

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

Driver's licence: Do you hold a current full drivers licence? ☐ None ☐ Learner ☐ Restricted ☐ Full

Licence class(es)? _____

If your application is accepted, how soon could you commence employment? _____ weeks _____ months

Where did you see this vacancy advertised? _____

Advertising: _____

If you heard about the vacancy through a website, newspaper or journal, or from another source, please specify the details:

Health

The following information is required to assist the Waikato Regional Council to meet its obligations under the Health and Safety in Employment Act 1992 and the Injury Prevention Rehabilitation and Compensation Act 2001.

Do you have any known condition, medical or otherwise, that may affect your ability to effectively carry out the functions and responsibilities of the position applied for? ☐ Yes ☐ No

If yes, please detail: _____

Do you agree to a medical examination if required? ☐ Yes ☐ No

Computing

How would you rate your level of computer competency?

Microsoft Outlook ☐ Basic ☐ Intermediate ☐ Advanced

Microsoft Word ☐ Basic ☐ Intermediate ☐ Advanced

Microsoft Excel ☐ Basic ☐ Intermediate ☐ Advanced

Declaration

I consent to the Waikato Regional Council seeking verbal or written information about me from the referees I have nominated. I understand that the information will be supplied in confidence as evaluative material and will not be disclosed to me. I further consent to Waikato Regional Council (or their agent) undertaking a background check on me and understand that any job offer made will be dependent on obtaining a satisfactory result.

I acknowledge that:

- i) I have disclosed any illness or injury that might affect my capacity to undertake the duties involved in this position;
- ii) All representations that I have made in applying for this position (including those about my qualifications and experience), whether oral or written, are true and correct; and
- iii) I have not deliberately failed to disclose any matter that may have materially influenced the Waikato Regional Council's decision to employ me.
- iv) I understand that providing false, incomplete or misleading information will be grounds for summary dismissal.

Signed: _____

Date: _____