

## Application for Employment

PRINT THIS FORM AND FILL IN BY HAND

### What to do next

Please send this application to the address shown in the advertisement, in time to reach the department on or before the closing date.

You will be contacted about the outcome of this application.

### Note

If you are appointed, and you are not currently employed by Statistics New Zealand, you will need to bring these things with you on your first day of work:

- your birth certificate
- certificates of your educational qualifications
- if applicable, your certificate of citizenship, permanent residence permit or work permit
- passport sized recent photo
- IRD number
- Bank account details

1.

Position applied for

Vacancy number

Location (city) of position

2.

Mr

Ms

Mrs

Miss

Other

Surname or family name

First names

Postal address

Telephone

Evening:

Daytime:

Mobile:

Are you over the minimum school leaving age?

No

Yes

3.

Are you an employee of Statistics New Zealand?

No

Yes

- go to 5

**4.**  
**Are you legally entitled to work in New Zealand?**  
 (You qualify if you are a New Zealand citizen, have permanent residence status, or appropriate work permit.) Documentary proof may be required.

No  Yes  - go to 5

**5.**  
 You may wish to attach a curriculum vitae to this application. If you do, check that it covers all the information asked for in 6, 7, 8 and 9 below. Where it does, you can leave that panel blank.

**6.**  
 List your educational qualifications, the relevant examinations you have passed, the relevant courses you have completed, and any other education you have had or are currently having. Use a separate sheet of paper if necessary.

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**7.**  
 List your work record below, starting with your most recent or present job. Include vacation work. Use a separate sheet if necessary.

Date (month and year)		Employer	Position	Reason for leaving
From	To			

**8.**  
 List any skills, abilities and anything else, including any unpaid work, you feel could help your application. Include anything you think makes you particularly suited to the job. Use a separate sheet if necessary.

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9.

Please give the names and addresses of at least 2 referees. If you are or have been employed it is preferable that one should be your most recent employer. Use a separate sheet if necessary. Note: Referees may not be contacted unless you are interviewed. Information from referees may be provided in confidence and if so would remain confidential to the department. Internal candidates should note that current managers and official records may be consulted.

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10.

Have you been convicted of any offence against the law within the last 10 years (apart from minor traffic offences)? No  Yes

If "Yes" give brief details.

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11.

Do you have any disabilities or major ailments that are likely to adversely affect your ability to do the job you are applying for? No  Yes

If "Yes" give brief details.

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12.

I certify that these replies are true and correct. I understand that if I have given incorrect or misleading information or if I have left out any important information, I may be disqualified from appointment, or if appointed, my employment may be terminated. I consent to my referees named above being consulted about this application, on any relevant information.

Signature

Date

13.

Name		Vacancy number	
Postal Address			
		Your application for this vacancy in Statistics New Zealand has been received.	

**14.**

**Equal Employment Opportunities Information (for statistical use only)**

The department has an Equal Employment Opportunity policy. Appointments are made on merit regardless of the person's sex, ethnic group, age, disability or other grounds covered in the Human Rights Act 1993. Information in this panel will be used to monitor this policy. It will NOT be used in considering your application.

**Name**

**Vacancy number**

**Ethnicity**

- New Zealand Māori
- New Zealand European/Pakeha
- Other European
- Pacific Islander
- Asian

Please specify

**Age**

Date of birth

- Other ethnic group

Please state

**Sex**

- Male
- Female

Your job application is appreciated. Thank you for your interest.