



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

The purpose of this application is to obtain information to assess your suitability for employment at Nelson Bays Primary Health. 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.

Position applying for:			
Where did you hear about this position?			
First Name:		Surname:	
Address:			
Home Phone:		Work Phone:	
Mobile No.:		Email:	
Do you have a current drivers licence?		Driver licence type:	
Driver licence number:			
Are you legally entitled to work in New Zealand?			
Are You	A New Zealand Citizen		
	A Permanent Resident		
	A holder of a current Work Permit		
If you are shortlisted for an interview for this position and you have days you are unavailable to be interviewed please state:			
If your application is successful when could you commence employment?			
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)?			
<p>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).</p> <p>If 'yes' please provided details:</p> <p>_____</p> <p>_____</p> <p>_____</p>			

Choose which product(s) and level of proficiency are applicable to you: <i>(beginner, intermediate or advanced)</i>			
Word		Powerpoint	
Excel		Outlook	
Access		PMS	
MYOB		Adobe	
Other – please specify:			

Please give details of at least two referees whose consent you obtained and who we can contact for a confidential reference. Where possible, references should be able to give work-related information that will assist with this application:

Name: _____

Position/Relationship: _____ Company: _____

Phone No: _____ Email: _____

Name: _____

Position/Relationship: _____ Company: _____

Phone No: _____ Email: _____

Name: _____

Position/Relationship: _____ Company: _____

Phone No: _____ Email: _____

(Please tick when you have read and understood the following statements)

- 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.
- I understand that I may access personal information about me held by Nelson Bays Primary Health and request correction of that information. This access to information excludes reference checks undertaken by Nelson Bays Primary Health and all evaluative or opinion material compiled by Nelson Bays Primary Health for assessing my suitability, eligibility and qualifications for employment.
- I understand that Nelson Bays Primary Health will conduct Police Checks to ensure information I have provided is correct and there is no risk to Nelson Bays Primary Health as an organisation.

Name: _____

Date: _____ **Signature:** _____

- Applications to include: completed Nelson Bays Primary Health Application for Employment Form, current Curriculum Vitae with a covering letter.
- Applications will be held by the Human Resources Manager and will be made available only to those responsible for making the selection.
- 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.
- 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.
- 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 CVs of unsuccessful applicants will be destroyed.