|  |
| --- |
| Application Form |

The information you provide will be retained if your application is successful and will form part of our personnel records. Please note that failure to supply the information could limit our ability to assess your suitability for the position.

|  |  |
| --- | --- |
| Personal Information | |
| First Name |  |
| Last Name |  |
| Preferred Name (if applicable) |  |
| Address: |  |
|  |
|  |
| Contact Phone Number |  |
| Email Address |  |
| **General Information** | |
| Role you are applying for? |  |
| Where did you FIRST view this vacancy? |  |
| Please outline your salary expectations? |  |
| **Eligibility to Work in New Zealand** | |
| By which method are you entitled to work in New Zealand? | Please select |
| If *‘Other’,* please provide details: |  |
| Visa Expiry *(if applicable)*: | Click or tap to enter a date. |
| **Health - we welcome applications from people with disabilities** | |
| Do you currently have, or have you ever had, a condition caused by gradual process or an injury, illness or impairment that could reasonably be expected to affect your ability to carry out the work, or could reasonably be expected to be aggravated: | Please select |
| ***And / Or*** | |
| Are there any aspects of your health that may prevent you from doing this job to a fully competent standard? | Please select |
| Are there any ways in which we can improve accessibility or provide health-related assistance to enable you to perform this job more effectively? | *Enter text here* |

# Disclosure of Convictions

Before completing this section, please read the guidance notes below carefully and seek further information if required. Your answer to this question may depend on whether you are eligible under the Clean Slate scheme set out in the Criminal Records (Clean Slate) Act 2004.

## Criminal Records (Clean Slate) Act 2004

* The "clean slate" scheme is designed to allow individuals with less serious convictions who have been conviction free for at least seven years and who meet all other relevant criteria to put their past behind them. It enables eligible individuals to conceal convictions in most circumstances. The scheme came into force on 29 November 2004.
* Individuals can request a copy of their criminal record from the Privacy Assistant of the Ministry of Justice to determine if they meet the criteria. If an individual is eligible under the scheme his/her convictions will be concealed. If the individual's convictions continue to be on their criminal record, they do not meet the eligibility criteria.
* Applicants can obtain a copy of the Ministry of Justice pamphlet about the scheme from a wide range of places including courts, police stations, community law centres and Citizens' Advice Bureaux.
* For further information refer to the Ministry of Justice website at <https://www.justice.govt.nz/criminal-records/clean-slate/>
* The Criminal Records (Clean Slate) Act 2004 can be downloaded for free from [www.legislation.govt.nz](http://www.legislation.govt.nz)

|  |  |  |  |
| --- | --- | --- | --- |
| Criminal Records | | | |
| Have you ever been convicted of a criminal offence (not covered by the Criminal Records (Clean Slate) Act 2004), or do you have any criminal charges pending in a civil or criminal court of law? | | Please select | |
| *If ‘Yes’ please provide details:* | | | |
|  | | | |
| *Please note: This may not disqualify you from employment, but failure to disclose will be regarded as serious misconduct.* | | | |
| **Conflict of Interest Declaration** | | | |
| The credibility and effectiveness of the Royal Commission depends on being able to carry out our work in a fully independent, impartial and fair manner.  *This may include but is not limited to; secondary employment, previous employment with a state or faith-based institution, a relative working at the Commission etc.* | | | |
| **Do you have a potential conflict(s) of interest that you would like to raise at this time?** | | | Choose an item. |
| If answered ***Yes,*** please provide as much detail as possible around any factors which might create an actual or perceived conflict of interest with the Royal Commission should you be appointed into this role: | | | |
|  | | | |
| *Please note: The Royal Commission may seek to discuss such matters at the interview stage of the recruitment process. If you are invited for an interview, we will send you a ‘Conflict of Interest Declaration’ form, which must be completed and returned to us prior to you interview.* | | | |
| **Serious Misconduct** | | | |
| The Royal Commission may request the disclosure of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown entity employers for the last three years. This request will usually be conducted at the preferred candidate stage. | | | |
| Do you consent to the disclosure to the Royal Commission as to whether you have been subject to a serious misconduct investigation? | **Please complete:** Choose an item. | | |
| **Declaration** | | | |
| I declare that the statements made in this application, and any supporting information provided by me, are true and complete to the best of my belief. | | Please select | |
| I understand that if I have given incorrect or misleading information, or have omitted any pertinent information, I may be disqualified from appointment, or if appointed, I may be liable to be dismissed. | | Please select | |
| I declare that the qualifications stated in this application are true and complete and I will provide original transcripts upon request. | | Please select | |

**Please include a CV and cover letter when submitting your completed application form.**

If you are called for an interview:

* + you may bring whānau or a support person with you to the interview (all costs would be met by the applicant) – it is helpful to advise in advance that you will be doing so that we can ensure the interview room is of sufficient size.
  + if you have any access or support needs, during the interview feel at ease to discuss with us how we can help you to perform the job more effectively or provide better access.

If your application is successful, you may be required to provide further documents e.g. Certificates of Educational Qualifications.