



RATA TE AWHINA TRUST

JOB APPLICATION FORM

NAME: _____

ADDRESS: _____

DATE: _____

PHONE NUMBER: DAY: _____ NIGHT: _____

D.O.B: ____/____/____ GENDER: Female / Male

MARITAL STATUS: _____

TRIBAL AFFILIATION (if applicable) _____

POSITION APPLIED FOR: _____

QUALIFICATIONS:
RELEVANT TO POSITION: _____

DO YOU HAVE A CURRENT NZ APC / REGISTRATION Yes No

IF YES WHAT IS THE EXPIRY DATE _____

*(Please attach copies of the above documents, if you are invited to attend an interview
please provide original documentation for sighting and copying)*

Fitness to undertake work

The purpose of gathering the following information is to determine whether you have any medical condition, injury or impairment which may affect your ability to perform duties in the position being applied for. It will also identify areas where there could be a health and safety risk to yourself or others relating to such condition, previous injury or impairment.

Have you ever had significant time off work (within last two years) as a result of an injury or infection that may affect your ability to perform the job you applied for

Yes No

If yes please give brief details including estimate of time off year of occurrence and reason

Have you ever consulted a health professional for a gradual process illness injury or infection Yes No

If yes please specify details:

Do you have any other medical conditions, injury, impairment (including chemical sensitivities, allergies, hearing or eyesight difficulties) or any other factor that could affect your ability to undertake , or be aggravated by, the role you have applied for, or your employment in general, or might affect you from attending work Yes No

If yes please specify areas

Note: A prior OOS (RSI) or back condition may not prevent you working for Rata Te Awhina Trust although injury documentation may be requested.

Have you now, or at any time in the past had any problems with or addictions to alcohol or drugs Yes No

If yes please specify details

Other:

Do you hold a current drivers licence Yes No

If yes class covered

The following questions relates to your credibility and suitability for employment in a health organisation

Have you had any criminal convictions or actions pending which could result in a criminal conviction in New Zealand or overseas and/ or are you aware of any pending matter which may affect the status of your current licence? Yes No

If yes please specify details

Police Check

It is Rata Te Awhina Trust's Policy that all employees undertake a Police Check

If you are successful do you consent to a Police Check Yes

Has your professional body taken any disciplinary action against you in the past or is there any action pending by your professional body which may affect your ability to carry out the duties required for the position you are applying for?

Yes No

If yes please specify details

Referees:

Please provide name, address , and phone number of 3 people who may be contacted to provide information to the selection panel in respect for your suitability to this position. One of these people should be a current or former employer. All referees reports will remain confidential and will not be released nor their contents disclosed to any other person , including the applicant

Provide Details

Name	Address	Phone Number
1/		
2/		
3/		

I consent to Rata Te Awhina Trust seeking confirmation on a confidential basis for the purpose of assessing my suitability for the position I am applying for and to any other person holding personal information about me supplying that to Rata Te Awhina Trust in confidence for this purpose

Yes No

Attachments:

I have attached the following in support of this application

My CV

Covering letter

Registration Details (if applicable)

In your own words tell us what you think this job is about.

In your own words tell us why you have applied for this position:

Name and Phone Number of three (3) Referees:

Name : _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

CHECKLIST - *please tick*

- ☐ Current Curriculum Vitae (CV).
- ☐ At least one letter of reference
- ☐ Names, positions, address and contact telephone details for at least three (3) referees
- ☐ If successful, Consent for Police check
- ☐ Job application form with all questions answered.