

**HR – 3: Application for Employment**

This information is being collected to ensure that Ember Services Limited can recruit the best people for any vacant position. The information you provide will be received and managed by a designated recruitment administrator and members of the recruitment and selection panels. If your application is successful this form will be retained on your personal file and will be available to authorised Ember management. If unsuccessful, the form will be destroyed after the vacancy has been successfully filled. The treatment of any information provided will comply with the Privacy of Information Act 1993. Information will be stored in secure files. Any information held by Ember may be corrected on request. It is Ember's policy to provide equal opportunity for advancement of employees including promotion and training and not to discriminate against any person in accordance with the Human Rights Act 1993.

Any offer of employment is conditional on the satisfactory completion of reference, driver licence and criminal record checks. Any potential issues arising from these checks may be discussed with you, and if they cannot be resolved satisfactorily, the conditional offer will be withdrawn or your employment contract terminated.

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| **Position Applied For:** |  | |
| **If your application is successful, when could you commence employment?** | |  |
| **Do you have any future holidays booked?** | | Yes  No |
| **If yes, please specify the dates** | |  |
| **Select the type of employment contract for the role you are applying for (please obtain this information from the job advertisement)** | | Permanent Full-time  Permanent Part-time  Fixed Term Full-time  Fixed Term Part-time  Casual |
| **Where is your applied position based? (please obtain this information from the job advertisement)** | | South Auckland  West Auckland  Central Auckland  North Shore  Hamilton  Rotorua  Northland  Other |

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| **A Personal Details** | | | | | | | |
| **Forename(s):** |  | | | | **Surname:** | |  |
| **Preferred Name:** |  | | | | **Title:** | | Mr / Mrs / Ms / Miss |
| **Home Address:** |  | | | | | | |
| **Postal Address:** |  | | | | | | |
| **Email Address:** |  | | | | | | |
| **Home Telephone No:** |  | | | **Mobile No:** | |  | |
| **Work Telephone No:** |  | | | | | May we contact you at work?  Yes  No | |
| **Can you hold an everyday conversation in a language other than English?** | | | | | | Yes  No | |
| **If yes, please give details** | |  | | | | | |
| **B Work Status and Employment History** | | | | | | | |
| **Are you legally entitled to live and work in New Zealand?** | | | Yes  No | | | | |
| **What is your citizenship/residency status?** | | | NZ Citizen  NZ Permanent Resident Visa  NZ Resident Visa  Australian Citizen  Australian Permanent Resident Visa  (including a resident return visa)  Work Visa/Permit  Other: ( ) | | | | |
| **If you have a work visa/permit, please state:**   * **Your country of citizenship** * **Whether you have a temporary work visa or a work to residence visa** * **The name of your work visa/permit** * **The expiry date of your work visa/permit** * **Any conditions/restrictions on your work visa/permit** | | |  | | | | |
| **If not already provided: Please attach your resume and a cover letter (explaining why you are interested in the applied position, and addressing the selection criteria stated in the job advertisement) to this application. Failing to provide either a resume or a cover letter may result in your application not being considered.** | | | | | | | |

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| **C Referees** | | | | |
| Please list two employment referees (not members of your family, friend or work colleague) who we may contact on your behalf. Please note that at least one of the referees, must be from your most recent (or current) employer and be in a managerial, team leader or supervisory position or from Human Resources. | | | | |
| Name of Referee :    Name of Company:    Position Title:    Company Address:    Email Address:    Phone No(s):    Relationship to you:    Length of Time Known: | | Name of Referee:    Name of Company:    Position Title:    Company Address:    Email Address:    Phone No(s):    Relationship to you:    Length of Time Known: | | |
| I consent to Ember seeking verbal or written information on a confidential basis about me from my previous employers and/or referees and authorise the information sought to be released to Ember for the purposes of ascertaining my suitability for the position applied for. I understand that the information received by Ember is supplied in confidence as evaluative material and may not be disclosed to me.  **Applicant’s Signature:**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Do you consent to Ember retaining this application form for future consideration for any other suitable vacancy which may arise within Ember should you be unsuccessful at this time? | | Yes  No | | |
| **D Fitness to Undertake Work** | | | |
| Ember is responsible for taking all reasonably practicable steps to ensure the health and safety of everyone in its workplace. We must ensure that all our employees can perform the job-related tasks in a way that does not put themselves or others at risk of harm. To enable us to do this, please answer the following questions: | | | |
| **Do you have any injuries, medical conditions, or other personal circumstances that may be aggravated by or affect your ability to do the following tasks?** | | | |
| Driving automatic cars and vans with passengers | | | Yes  No |
| Physical condition that may prevent you from actively supporting people | | | Yes  No |
| Manual handling tasks | | | Yes  No |
| Working on your own and/or in remote locations | | | Yes  No |
| Communicating – verbally or visually | | | Yes  No |
| Working in stressful situations, e.g. verbally or physically challenging behaviour | | | Yes  No |
| Working with computers and electronic databases | | | Yes  No |
| **If you have answered “Yes” to any of the above, please give details:** | | | |
| What is your current status regarding the covid vaccine? | Received both injections  Received the first injection, booked in for the second  Booked in for my first  Not booked but want to get it  Not getting it | | |
| Are you currently taking any medication that may impair your judgement or impact on your ability to effectively carry out the duties of the position applied for? | Yes  No | | |
| If yes, please give details |  | | |
| Do you smoke? | Yes  No | | |
| If yes, please be aware that Ember has a smoke free policy. Would you like support to comply with the policy or cease smoking? | Yes  No | | |
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| **E Selection Questions** | | | |
| **Why are you interested in applying for the advertised position?** | | | |
| **Please describe the skills, experience, competencies and qualifications you hold which are relevant to the advertised position.** | | | |

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| **F Driver’s Licence and Police Checks** | |
| **Ember uses the Land Transport Driver Check Scheme to help ensure that all employees who drive our vehicles hold a full valid New Zealand driver licence.** | |
| Do you consent to Ember checking the details of your driver licence as part of our selection process? | Yes  No |
| Do you hold a current, full New Zealand driver’s licence? | Yes  No |
| If no, are you legally licensed and able to drive in New Zealand?  If yes, please give details of licence held (e.g. international driver’s licence) | Yes  No |
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| **Due to the nature of our business and our contract requirements, all potential and current employees are required to provide information on past and current convictions to ensure client and employee safety is maintained and reviewed at all times.**  **In accordance with the Children’s Act 2014 and the NZ Police recommendations the employee will consent for Ember to submit a Police vetting request at the commencement of employment and every three years thereafter. Should an employee misrepresent their criminal history or driving licence at any stage of the employment process (i.e. Ember Application form, interview, induction or thereafter), and/or in the event an adverse Criminal vetting record is received, Ember may, after consultation with the employee and careful consideration of the facts, terminate the employment agreement without notice.**  **Any record of criminal convictions will not be released if the applicant meets the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004, unless:**   1. **Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)** 2. **Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers).**   **Please see** [**https://www.justice.govt.nz/criminal-records/clean-slate/**](https://www.justice.govt.nz/criminal-records/clean-slate/) **for further guidance.** | |
| Have you had any criminal convictions **(in NZ, Australia or elsewhere overseas)** including any Road Traffic convictions, not including any concealed under the Criminal Records (Clean Slate) Act? | Yes  No |
| If yes, please give details of your conviction(s);   * Type of the conviction(s) * Year of the conviction(s) |  |
| Are there any actions pending **(in NZ, Australia or elsewhere overseas)** which could result in a criminal conviction in NZ, Australia or elsewhere overseas? | Yes  No |
| If yes, please give details of the pending conviction(s);   * Type of the conviction(s) * How far along the court conviction process is |  |
| Should your application for employment be successful, do you consent to Ember undertaking criminal record checks every three years during the course of your employment? | Yes  No |

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| **G Conflict of Interests** | |
| Do you have a relative, friend or household member working for Ember?  (relative refers to spouse, partner, parent, child, grandparent, uncle, aunt, cousin, or other person related by marriage or common law) | Yes  No  Nature of relationship: |
| If yes, please give details | Name:  Position:  Service/Department: |
| Have you worked with any recruitment agency providing temporary employees to Ember Services Limited (including Life Recruitment, Life Plus, Nightingale, MedCall and Geneva Health) within the past six months? | Yes  No |
| If yes, please give details |  |
| Do you have any secondary employment? | Yes  No |
| If yes, please give details  (e.g. the name(s) of the organisation(s) you work for, the department(s) you work in, the position(s) you hold) |  |
| Will you be retaining this/these position(s) should your application for employment be successful? | Yes  No |
| If yes, please explain |  |

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| **H Statement of Agreement** |
| I confirm that to the best of my knowledge, the information and any documents provided to Ember are true and correct. I understand that if any false or misleading information is given, or any material fact supressed, I will not be employed, or if I am employed, my employment may be terminated without notice.  Should an employee misrepresent the status of their work visa, criminal history, qualification(s), drivers licence or employment history at any stage of the employment process (i.e. Ember Application form, interview, induction or thereafter), and/or in the event an adverse Criminal vetting record is received, Ember may, after consultation with the employee and careful consideration of the facts, terminate the employment agreement without notice.  **Applicant’s Signature:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#### I Equal Employment Opportunities (EEO) Information – This section is voluntary to complete

Ember is an Equal Opportunity Employer. The following information is requested to assist in monitoring Ember’s Equal Employment Opportunities Policy.

**This information will not be used in considering your application and will only be used for EEO purposes.**

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| **Position Applied For:** |  |

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| **AGE GROUPING:** |
| Under 20 years  20 – 29 years  30 – 39 years  40 – 49 years  50 – 59 years  60 years and over |

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| **GENDER IDENTIFY:** |
| Male  Female  Other (please specify): |

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| **ETHNICITY:** |
| Which of the following ethnic group(s) do you belong to?  NZ European/Pakeha  NZ Maori  Polynesian  Asian  African  American  European (please specify)  Other (please specify): |
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| **WORKFORCE PROFILE:** |
| Which type of organisation do you come from (please select the closest match)?  District Health Board  Non Government Organisation  Private hospital/healthcare  Primary Health Sector  Social Services  Disability Support Service Provider  Public Sector (non health)  Private Sector (non health)  Non Labour Market |

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| **ADVERTISING MEDIA:** |
| How did you hear about this vacancy?  Community Newspaper  SEEK  Trade Me  Work and Income  Ember Website  Other (please specify): |

**Please ensure the application form is fully completed and submitted via email or post to:**

[recruitment@ember.org.nz](mailto:recruitment@ember.org.nz)

**Human Resources**

**PO Box 22 424**

**Otahuhu**

**Auckland 1640**