**HR-3:** Application for Employment

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| **Position Applied for:** | |  | | |
| **If your application is successful, when could you commence employment?** | |  | | |
| **Do you have any future holidays booked?**  **If yes, please specify dates:** | | Yes No  Dates: | | |
| **Select the type of employment contract you are applying for**  **(Refer to job advertisement)** | | Permanent Full-time Permanent Part-time  Fixed Term Full-time Fixed Term Part-time  Casual | | |
| **Where is your applied position based?**  **(Refer to job advertisement)** | | North Shore  West Auckland  Central/East Auckland  Hamilton  South Auckland  Northland  Rotorua  Turangi  Other | | |
| **Personal Details:** | | | | |
| **First names:** |  | | **Surname:** |  |
| **Preferred name:** |  | | **Home phone no.** |  |
| **Mobile phone no.** |  | | **Work phone no.** |  |
| **Home Address:** |  | | **Email:** |  |
| **May we contact you at work?** Yes No | | | Can you speak any other languages besides English fluently?  Yes No  If yes, please specify: | |
| **COVID-19 Vaccination status:**  Fully Vaccinated  1st Dose administered and 2nd appointment booked. Please specify date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Driver’s license**  Ember uses the Land Transport Driver Check Scheme to help ensure that all employees who drive our vehicles hold a full valid New Zealand license. | | | | |
| **Do you consent to Ember checking the details of your driver’s license as part of our selection process?**  Yes  No  **Do you hold a current, full New Zealand driver’s license?**  Yes  No  **If no, are you legally license and able to drive in New Zealand?**  Yes  No  If yes, please provide details of your current license (e.g., international driver’s license) | | | | |
| **Police checks**  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 to 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 license 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(13) 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/> for further guidance | | | | |
| **Have you had any criminal convictions (in NZ, Australia or anywhere else overseas) including any Road Traffic convictions, not including any concealed under the Criminal Records (Clean Slate) Act?**  Yes  No  **If yes, please specify including the type of conviction(s) and the year(s).** | | | | |
| **Are there any actions pending (in NZ, Australia or anywhere else overseas) which could result in criminal conviction?**  Yes  No  **If yes, please specify including the type of conviction(s) and how far along the conviction is?** | | | | |
| **If 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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| **Work status & 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 returning visa?)  Work visa/permit: exp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Visa: exp\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other. Please specify: | | | |
| 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 | |  | |
| **Referees**  Please list two employment referees (not family members, friends or work colleagues) who we may contact on your behalf. Please not 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.  Relationship to you:  Length of time known: |  | | |
| Name of referee:  Name of company:  Position title:  Company address:  Email address:  Phone no.  Relationship to you:  Length of time known: |  | | |
| **I consent to Ember seeking verbal or written information on a confidential basis about myself from previous employers and/or referees and authorise the information sought to be released to Ember for the purposes of ascertaining my evaluative material and may not be disclosed to me.** | | | |
| **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 | | | |
| **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?** | | | |
| 1. Driving automatic cars and vans with passengers 2. Physical condition that may prevent you from actively supporting people 3. Manual handling tasks 4. Working on your own and/or in remote locations 5. Communicating – verbally and/or visually 6. Working in stressful situations, e.g., verbally, or physically challenging behaviour 7. Working with computers and electronic databases | | | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |
| If you have answered “**yes**” to any of the above questions, please specify in detail: | | | |
| **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 specify: | | | |
| **Do you smoke?**  Yes  No  If yes, please be aware that Ember has a Smokefree policy.  **Would you like support to comply with the policy or cease smoking?**  Yes  No | | | |
| **Selection Questions** | | | |
| Why are you interested in applying for the advertised position? | | | |
| Please describe the skills, experience, competencies, and qualification you hold which are relevant to the advertised position. | | | |
| **Conflict of interests** | | | |
| **Do you have a relative, friend or household member currently working for Ember?**  Yes  No  **If yes, please provide details**:  Full name:  Position:  Service:  Location: | | | |
| **Have you worked with any recruitment agencies providing temporary employees to Ember within the past 6 months? (including Life recruitment, Life plus, Nightingale, Medcall, Griffin and Geneva Health)**  Yes  No  **If yes, please specify (Recruitment agency details):** | | | |
| **Do you have any secondary employment?**  Yes  No  **If yes, please specify:**  **Name of the organisation:**  **Position:**  **Department:** | | | |
| **Will you be retaining this/these positions should your application for employment with Ember be successful?**  Yes  No  **If yes, please specify your reasons:** | | | |
| **Ember’s Statement**  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 license 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. | | | |
| **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), driver’s license or employment history at any stage of the employment process (i.e., Ember application form, interview, induction or thereafter), and/or I. the event of 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

Please ensure the application form is fully completed and submitted via email to: [recruitment@ember.org.nz](mailto:recruitment@ember.org.nz)