



Mahitahi Trust

Ma te mahi tahi ka whiwhi ora
People together nurturing wellness

Employment Application Form

This information you provide along with a personal interview and verbal references will be used to make a decision regarding your application for this position with Mahitahi Trust. We require you to complete **all of the information** in this application form.

Position for which you are applying for:	
Vacancy Reference:	
Have you included an up-to-date CV and cover letter detailing why you are interested in this role and the skills and experience you bring to the role with this application?	
PERSONAL INFORMATION	
Full Name	
Date of Birth	
Address	
Email Address	
Home Number	
Mobile	
GENERAL INFORMATION	
Have you ever been known by another name?	
If yes, please specify	
What is your Nationality?	
Can you confirm you are legally entitled to work in New Zealand?	
If no, what steps have you taken towards this?	
Have you included a copy of your Work Visa or Passport?	
Do you hold a current New Zealand drivers' licence?	

What stage of driver's licence do you hold? i.e., learners, restricted or full	
What is your driver's licence number?	
Do you hold any demerit points?	
Do you have any qualifications? i.e., Certificate in Mental Health and Addictions?	
Do you have a First Aid Certificate?	
Do you give us permission to Google search you?	
LAST OR PRESENT POSITION	
Most Current Employer	
Position	
Notice Period	
Reason for leaving	
MEDICAL INFORMATION	
Do you live with the effects of any illness, injury or condition (physical or psychological) that may impact on your ability to carry out the requirements of the position or further contributed to by the tasks or the position?	
If yes, please specify	
Do you have any medical conditions or a substance dependency which may affect your ability to effectively carry out the functions and responsibilities of the employment applied for, or which may be aggravated or further contributed to by the functions and responsibilities of the employment applied for?	
If yes, please specify your health problems or disabilities	
Is there anything else we should know that might affect your ability to carry out any work duties? This includes stating whether you have any sporting, or previous work injuries involving your head, back (spine), neck or limbs i.e., OOS?	
If yes, please specify	
Are you a smoker?	

Do you agree to undertake pre-employment drug and/or alcohol testing if required?	
<p><i>These questions are asked solely for the purposes of healthy and safety. We require this information to ensure that adequate health and safety measures are put in place for the successful candidate.</i></p>	
<p>CRIMINAL AND OTHER INFORMATION</p>	
<p><i>Answering “Yes” to any of these questions is not an automatic bar to employment but will be considered in relation to specific job requirements.</i></p> <p><i>Under the Criminal Records (Clean Slate) Act 2004, you do not need to declare your New Zealand conviction if all the following apply:</i></p> <ul style="list-style-type: none"> • <i>It has been 7 or more years since your most recent conviction, and you have not reoffended; and</i> • <i>You have never had a custodial sentence imposed upon you; and</i> • <i>You have never been detained in hospital by Court order instead of receiving a sentence; and</i> • <i>You have paid any fines/costs/compensation/reparation; and</i> • <i>You have not been disqualified from holding or obtaining a driver’s licence.</i> <p><i>Regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:</i></p> <ul style="list-style-type: none"> • <i>you have ever been convicted of a sexual offence; or</i> • <i>you have ever been disqualified from holding a driver licence for repeat offending involving alcohol/drugs; or the conviction was from overseas.</i> 	
Are currently charged with any criminal offence?	
If yes, please specify	
Have you pleaded guilty to any criminal charges in the last 10 years?	
If yes, please specify	
Have you been convicted of, any criminal offence during the last 10 years?	
If yes, please specify	
Have you ever been the subject of an accusation and/or investigation for dishonesty by a previous employer?	
If yes, please specify	
Have you ever had an employment relationship problem?	
If yes, please specify	
Is there anything else we should reasonably know?	
If yes, please specify	
<p><i>Answering ‘yes’ to any of these questions is not an automatic bar to employment but will be considered in relation to specific job requirements.</i></p>	

VERBAL REFEREES	
Name:	
Title:	
Company:	
Landline:	
Email:	
Relationship: (i.e., Previous Manager, Peer):	
Referee has been contacted and are aware they have been put as a referee?	
Immediately OK to contact via XRef?	
Name:	
Title:	
Company:	
Landline:	
Email:	
Relationship: (i.e., Previous Manager, Peer):	
Referee has been contacted and are aware they have been put as a referee?	
Immediately OK to contact via XRef?	
Name:	
Title:	
Company:	
Landline:	
Email:	
Relationship: (i.e., Previous Manager, Peer):	
Referee has been contacted and are aware they have been put as a referee?	
Immediately OK to contact via XRef?	

DECLARATION

I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment, or failure to answer any questions fully, completely, and accurately may be grounds for terminating my employment, regardless of when it is discovered. By completing this application, I give Mahitahi Trust the permission to validate some of my answers with the appropriate authorities/institutions.

I understand that all information provided about me to you, including my resume, references and any assessments/tests will be held by Mahitahi Trust for 6 years and used for the purpose of evaluating my qualifications, experience, and suitability for permanent or temporary employment and for maintaining an up-to-date personnel file.

I understand that if I withhold relevant information or supply false or misleading information about me, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, Mahitahi Trust discovers that any information which I have provided is false or misleading.

I authorise Mahitahi Trust (where permission was given), or its agents, to investigate my references, to review my former employment record and to keep and preserve records of such investigations. Additionally, I release all parties from liability for any damage that may result from furnishing information to Mahitahi Trust or its agents.

Signed by:

Name	
Signature	
Date	