**A close up of a sign

Description automatically generatedDiocese of Palmerston North**

**Employment Form**

*The personal information that you provide on this form, and any other information obtained from referees, will only be used for   
recruitment and selection purposes. All information provided will be kept secure, and only personnel involved in recruitment will have access to this information. Information you provide on this form will not be shared with outside organisations unless it is to verify accuracy of the information with the relevant agency. Information you provide on this form will be destroyed securely if you are unsuccessful in your application. If you are successful, this document will form part of your personnel file and will be held as long as you are working for the Diocese. While we hold your information, you have a right to request a copy of this document and to have information amended if you feel it is inaccurate. You may make a complaint to us, or to the Office of the Privacy Commissioner, if you feel your privacy has been breached.*

**Please complete this form and return it with your application letter and C.V***.*

**1. Position applied for**

**2. Mr Ms Mrs Miss** *(Circle)* **Other …………….**

**Surname or family name**

**First names**

**Address**

**Email**

**Telephone/Mobile**

**3. Are you legally entitled to work in New Zealand?** YES / NO

*You qualify if you are a New Zealand citizen, have permanent residence status, or appropriate work permit. Documentary proof may be required.*

**4. Do you hold a full New Zealand Drivers Licence?** YES / NO **Number:**

**5. Please disclose all criminal convictions, unless covered by the Clean Slate Act 2004.***View the Ministry of Justice website for further information on what you are required to declare:* [*https://www.justice.govt.nz/criminal-records/clean-slate/*](https://www.justice.govt.nz/criminal-records/clean-slate/)

**6. Please provide a list of recent employment history -** commencing with current position you hold

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position held** | **Period**  **employed** | **Reason for**  **leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Employer** | **Position held** | **Period**  **employed** | **Reason for**  **leaving** |
|  |  |  |  |
|  |  |  |  |

**7. Please provide a list of qualifications** - relevant degrees, diplomas or other qualifications.

|  |  |
| --- | --- |
| **Education Qualifications & Awarding Institution** | **Date Awarded** |
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*Originals or certified copies may need to be provided for verification if you are appointed.*

**8. Please provide a list of certifications or registrations** – e.g. Teachers registration, First Aid certification

|  |  |
| --- | --- |
| **Registration, certification Name** | **Date of Expiry** |
|  |  |
|  |  |
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|  |  |

**9. Please give the names and contact details of 2 referees.***It is preferable that one is your most recent employer.*

|  |  |  |
| --- | --- | --- |
| **Name & Relationship** | Email | **Telephone: Work**  **Home/Mobile** |
|  |  |  |
|  |  |  |

**10. DECLARATION / AUTHORISATION**

I consent to referees named on this form and/or on my C.V. being consulted about this application.

I also give permission to the Roman Catholic Bishop of the Diocese of Palmerston North, and his delegates/agents, to make other enquiries as they see fit in relation to my application, and I consent to the disclosure of information to them by such persons of whom enquiry is made on matters relevant to my suitability for the role applied for.

I certify that the information I have provided in this form and information in my C.V. are true and correct. I understand that if I have knowingly given incorrect, incomplete, or misleading information I may be disqualified from appointment, or if appointed, my employment may be terminated.

Signature Date

Address your completed application to:

**[Name]**

**[Role]**

**Diocese of Palmerston north**

**PO Box 5279**

**Palmerston North 4441**

**For Office Use only**

*Date Application Received: ………………………………..*

*Acknowledgement of receipt of Application sent: .……………………………….*