

# Application for Employment



Tertiary Education Commission  
Te Amorangi Mātauranga Matua

Position Applied for:  
Location:

Surname/Family Name:

First names:

Preferred name (if different):

Address:

Phone (daytime):

Phone (evening):

Mobile:

Email:

Are you a New Zealand citizen?

Yes/No

If no, do you have the appropriate work permit(s) to legally work in New Zealand?

Yes/No

Please provide details:

Have you been convicted of a criminal offence in the last ten years?

Yes/No

If yes, please provide brief details:

*Certain offences more than 7 years old do not need to be disclosed in accordance with the Clean Slate Act. For more information on the Clean Slate Act visit the Ministry of Justice website on [www.justice.govt.nz](http://www.justice.govt.nz).*

Are you awaiting the hearing of charges in a court?

Yes/No

If yes, please provide brief details:

Are there any aspects of your health which may prevent you from doing this role to a fully competent standard? **Yes/No**

Have you had an injury or medical condition caused by gradual process, disease, or infection, for example Occupational Overuse Syndrome, which tasks of this job may aggravate or contribute to? **Yes/No**

**Please provide details and any strategies or equipment that can be used to manage the condition:**

### **Privacy Act 1993**

Do you consent to the TEC seeking information about you from your previous employers and nominated referees?

**Yes/No**

### **Secondary Employment**

Do you currently have secondary employment?

**Yes/No**

If yes, please detail:

### **Marketing information**

How did you become aware of this role?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Newspaper              | <input type="checkbox"/> Seek            | <input type="checkbox"/> Referred by TEC staff |
| <input type="checkbox"/> Trademe                | <input type="checkbox"/> Government jobs | <input type="checkbox"/> Recruitment agency    |
| <input type="checkbox"/> Other (please specify) |  |  |

I declare the information provided in my application to be true and correct, and that the disclosure of incorrect information or failure to disclose relevant information may result in withdrawal of an offer of employment or termination of employment.

**Your signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you for providing the information we need to assess your suitability for the position*

This section will be detached from your application and is used to monitor whether our appointments are reflecting our aspirations to be an equal opportunity employer.

### **Equal Employment Opportunity (EEO)**

The Tertiary Education Commission has an Equal Employment Opportunity Policy. The following information is requested to assist in monitoring this policy and is for statistical purposes.

Completing this section is optional. Please circle ONE from each column:

***I identify with the following ethnic group:***

***I am:***

**New Zealand Māori**

**Female**

**New Zealand European or Pākehā**

**Male**

**Pacific peoples**

**Other**