

Disclaimer: Information will not be passed on to third parties without your permission.

INVERCARGILL CITY COUNCIL
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 101 Esk Street
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 Invercargill 9840
 New Zealand
 Telephone: 03 211 1777
 Email: human.resources@icc.govt.nz



Instructions: Please personally complete all areas of the application form or refer to your attached curriculum vitae if you have one. If there is not enough room on the application form, please continue on a separate sheet of paper. If for any reason you are unable to complete this application form personally, you may have someone else fill in the details for you however they must also sign the form.

The application form is a source of information that will be used by Council to consider your suitability for the position for which you are applying. If successful, such information will form part of our personnel records. Failure to supply the information requested may restrict our ability to assess your suitability for the position.

For postal submissions:

- No original documents should be enclosed with your application.
- Please only enclose a copy of your Curriculum Vitae as documents will not be returned to you.
- Please ensure your CV is submitted on white or cream paper only, in blue or black ink.

POSITION(S) APPLIED FOR:	
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CONTACT DETAILS		
SURNAME/FAMILY NAME:		
FIRST NAME(S):		
PREFERRED NAME:		
POSTAL ADDRESS:		
		Post Code:
TELEPHONE NUMBER:	Home:	Daytime contact number:
	Cell phone:
EMAIL ADDRESS:		

EDUCATION/QUALIFICATIONS

In this section include Tertiary, Secondary School or any other qualifications you have from either New Zealand or overseas institutions or organisations. (Also include courses that are relevant to this position.)

SCHOOL/COLLEGE/COURSE TAKEN	FROM	TO	QUALIFICATION GAINED

PREVIOUS WORK EXPERIENCE

Starting with ***your most recent experience***, include previous jobs and positions held, paid or unpaid, and the skills you have gained that would assist in this position. Also include periods of unemployment, study, travel, etc. ***(If you have a current Curriculum Vitae you may wish to attach it instead of completing this section.)***

Position held and Employing Organisation	Dates employed from Month/Year to Month/Year	Key Responsibilities	Reason for leaving

EXPERIENCE RELEVANT TO THE POSITION APPLIED FOR

Include experience from unpaid employment, volunteer or committee work, relevant life skills, awards received, or anything you feel might support your application. You may wish to cover this section in your covering letter.

REFERENCES

I authorise the Invercargill City Council to make enquiries regarding my suitability for employment with:

My present employer	YES/NO
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My nominated referees	YES/NO
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Please note that referees will only be contacted if you are offered and accept an interview for the role.

NOMINATED REFEREES

Subject to my instructions above, references and testimonials concerning my personal and work abilities may be obtained from the following people:

Name:		Name:	
Relationship:		Relationship:	
Contact Number(s)		Contact Number(s)	
Email address:		Email address:	

REMUNERATION

My current salary or wage is: \$ per week/fortnight/per annum (*optional*)

If successful in my application, my salary package expectations for this position would be between

\$.....and \$ per annum (*optional*)

AVAILABILITY

If offered the position, I would be able to commence work inweek(s) or from(date)

ELIGIBILITY FOR EMPLOYMENT IN NEW ZEALAND

To be employed in New Zealand you must have one of the following:

New Zealand Citizenship?	YES/NO
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New Zealand permanent residency?	YES/NO
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A current New Zealand Work Permit?	YES/NO/ NOT APPLICABLE
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DRIVER'S LICENCE	
Do you hold a current driver's licence	YES/NO
If yes , what classes, endorsements, conditions and expiry dates are listed on your driver's licence? These are shown in sections 4b, 7, 8 and 9 on your licence.	

CONVICTIONS	
<i>Please be aware that you are not obliged to declare certain offences which occurred more than 7 years ago under the Criminal Records Clean Slate Act 2004. Youth Court outcomes, infringements and overseas convictions are not "convictions" for the purposes of the clean slate scheme and therefore do not need to be disclosed. If you have any doubts, please seek legal advice before completing these questions.</i>	
Have you been convicted of any criminal offence that is punishable by imprisonment or do you have any criminal charges pending? A criminal charge is one in which it is alleged that you have broken the law in some way. <i>We do not include traffic offences other than drink driving or convictions that are subject to the Criminal Records (Clean Slate) Act 2004.</i>	YES/NO
If yes please provide details:	

HEALTH		
Do you suffer from any injury, illness, allergy or disability which may affect your work performance or regular attendance or that we need to be aware of?	YES/NO	If yes, please give details.
Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the vacancy you are applying for may aggravate or contribute to, or that may affect your ability to carry out the work of the position you are applying for?	YES/NO	If yes, please give details.
Have you claimed Accident Compensation in the last 12 months?	YES/NO	If yes, are there any ACC claims which are relevant to the position applied for. Please give details.
<i>Confirmation of the appointment of the successful applicant may be subject to the receipt of a satisfactory medical certificate. The cost of any requested medical examination will be met by the Council.</i>		

INTERESTS AND ACTIVITIES

Please list any interests, community or other activities you are involved in outside of work.

DECLARATION

Please note that if you have given incorrect or misleading information, or have omitted any information, you may be disqualified from appointment, or if appointed, you may be liable to be dismissed.

I declare that the statements made in this application and the accompanying Curriculum Vitae and covering letter are true and complete to the best of my knowledge. I understand that if any false or misleading information is given, or any material fact omitted, it may lead to my disqualification from the appointment process, or dismissal from employment.

Signature:

Date:

By typing your name here you are 'electronically signing' this form. A copy of your email and form will be kept for our records.

Thank you for your interest in working for Invercargill City Council. As a checklist have you attached the following to your application form?

A covering letter outlining your interest in, and suitability for the role in which you are applying.

Your curriculum vitae.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) DATA (OPTIONAL)

The Invercargill City Council strives to continuously develop and improve appropriate EEO practices that benefit everyone in our workplace. As part of this work, the following information is collected to monitor the Council's EEO performance. This information is for statistical purposes only and remains confidential.

NAME:	GENDER:
POSITION(S) APPLIED FOR:	DATE OF BIRTH:
<p><i>Please indicate which ethnic group(s) you belong to:</i></p> <p>New Zealand Maori <input type="checkbox"/></p> <p>New Zealand European <input type="checkbox"/></p> <p>Non New Zealand European <input type="checkbox"/></p> <p>Pacific Island <input type="checkbox"/></p> <p>Asian <input type="checkbox"/></p> <p>Other (or a mix of Ethnic groups): Please specify:</p>	

HOW DID YOU FIND OUT ABOUT THIS VACANCY? (OPTIONAL)

ICC Website	YES/NO
Other Website (please specify):	YES/NO
Newspaper (please specify)	YES/NO
Other (please specify):	