*Mahitahi and Mahitahi Kainga Trusts requires that this Employment Application Form be completed personally by the applicant to assist with the assessment of your suitability for the relevant position you wish to apply for. Failure to provide the sought information may prejudice Mahitahi and Mahitahi Kainga Trusts ability to assess your application. The questions being asked are relevant to the nature and type of work undertaken by both Trusts. The sections outlined in this application also comply with the rights and obligations under NZ legislation, including the Immigration Act 1987, the Health at Safety at Work Act 2015, the Human Rights Act 1993, the Privacy Act 2020 and the COVID-19 Public Health Response Order 2021. The information you disclose in this application will be used by Mahitahi and Mahitahi Kainga Trusts to assess you for the purpose of your application for employment only. Should your application be successful, this form and the information provided herein will form part of your personnel employee file. Please note that Mahitahi and Mahitahi Kainga Trusts will generally retain the application for employment information for a period of 12 months should your application be unsuccessful. You are entitled to access this information and you can request access by emailing the Kaiwhakahaere – People, systems & Processes at* *vacancies@mahitahi.co.nz*

*Any offer of employment is conditional on the satisfactory completion of reference, driver licence and criminal record checks. Any potential issues arising from these checks will be discussed with you. If these issues cannot be resolved satisfactorily then the conditional offer will be withdrawn or employment contract terminated.*

***IMPORTANT NOTE:*** *The nature of the work undertaken by Mahitahi Trust is covered under the* *Covid-19 Public health response (Vaccinations) order 2021, therefore all of our workers are mandated to be fully vaccinated. This means should you wish to pursue your employment with us, you are required to be fully vaccinated.*

*Please* ***PRINT*** *clearly and ensure to fill in each section, if you cannot fill out a section, then cross this out or indicate where information can be found i.e. refer to C.V.*

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| 1. **POSITION DETAILS**
 |
| **Position Applied for** | Click or tap here to enter text. |
| **If your application is successful, when could you commence employment?** | Click or tap here to enter text. |
| **Do you have any future holidays or special occasions booked?** | Click or tap here to enter text. |
| ***If yes*, please specify the dates** | Click or tap here to enter text. |
| **Select the type of employment arrangement you are seeking** | Permanent Full-time |[ ]  Permanent Part-time |[ ]  Fixed Term |[ ]  Casual |[ ]
| **Where is your applied position based?** | Counties Manukau |[ ]  Auckland |[ ]

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| 1. **PERSONAL DETAILS**
 |
| **First Name(s)** | Click or tap here to enter text. | **Surname** | Click or tap here to enter text. |
| **Preferred Name** | Click or tap here to enter text. | **Title** | Mr[ ]  Mrs[ ]  Miss[ ]  Ms[ ]   |
| **Home Address** | Click or tap here to enter text. |
| **Postal Address** ***(If different from Home address)*** | Click or tap here to enter text. |
| **Home Phone** | Click or tap here to enter text. | **Mobile**  | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. |
| 1. **LEGAL WORK STATUS**
 |
| Please note that you may be required to supply evidence of your Immigration Status in New Zealand, including authorising Mahitahi Trust Human Resources to confirm this status with the New Zealand Immigration Service. |
| **Are you legally entitled to live and work in New Zealand?** | Yes |[ ]  No |[ ]
| **Citizenship/residency status:** *Original passport/work permit will be photocopied/attached to the application by HR Officer.* | NZ Citizen  |[ ]  NZ Permanent Resident |[ ]
|  | Work Permit |[ ]  NZ Permanent Resident visa |[ ]
| **If you have a Work Permit, please state the following;** *(please attach a copy of your Work Permit with this application).** Your country of citizenship
* Temporary work or residence visa?
* The name and expiry date of your Work Permit?
* Any conditions or restrictions outlined on your work visa/permit?
 | Click or tap here to enter text. |

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| 1. **FITNESS TO PERFORM WORK**
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| Mahitahi Trust have an obligation in accordance with the Health and safety at Work Act 2015 to take all reasonably practicable steps to ensure the health, safety and wellbeing of everyone in its workplace. This obligation includes ensuring that all employees can perform the job-related tasks safely and in a way that does not put themselves or others at risk of harm. To allow us to do this, please answer the following questions: |
| **Do you have any injuries, medical conditions or other personal circumstance that may be aggravated by or affect your ability to do the following tasks?** |
| Driving an automatic car and/or van with passengers | Yes |[ ]  No |[ ]
| Driving a manual car and/or van with passengers | Yes |[ ]  No |[ ]
| Physical condition that may prevent you from actively supporting people | Yes |[ ]  No |[ ]
| Manual handling tasks, including lifting and carrying up to 20 kgs  | Yes |[ ]  No |[ ]
| Working on your own and/or in remote locations | Yes |[ ]  No |[ ]
| Working in stressful situations, e.g. verbal or physical challenging behaviour | Yes |[ ]  No |[ ]
| Working with computer devices (tablet/laptop) and electronic databases | Yes |[ ]  No |[ ]
| Communicating – verbally and written | Yes |[ ]  No |[ ]
| If you answered Yes to any of the above, please provide details below; Click or tap here to enter text. |
| Are you currently prescribed and taking any medication that may impair your judgement or impact your ability to effectively carry out the duties of the position you are applying for? | Yes |[ ]  No |[ ]
| If you answered Yes, please provide details below; Click or tap here to enter text. |
| As a part of our Health and safety obligations, Mahitahi and Kainga Trust have a Drug and Alcohol Policy which outlines regular drug and alcohol testing for all employees. If your application for employment is successful Mahitahi Trust human resources may request you to undertake a pre-employment medical assessment prior to any offer of employment being made. The completion of this assessment is at no cost to the applicant, and will include a pre-employment drug and alcohol test.Any proven avoidance, failure to consent to and/or complete pre-employment drug & alcohol testing to a satisfactory standard and within reasonable time your offer for employment will be terminated.  |
| Do you consent to undergo a pre-employment medical assessment and drug & alcohol test, and for the results of the assessment/testing to be disclosed to Mahitahi and Kainga Trust as part of the recruitment process? | Yes |[ ]  No |[ ]
| Do you smoke? *(This information will not effect your employment application for employment)* | Yes |[ ]  No |[ ]
| If you answered Yes, please be aware that Mahitahi Trust have a smoke-free policy. If your application for employment is successful, would you like support to reduce or cease smoking? | Yes |[ ]  No |[ ]
| Mahitahi Trust is covered by the Covid-19 Public Health Response (Vaccinations) order 2021; therefore, all of our workers are required to be fully vaccinated. This means that should you wish to pursue your application of employment with us, you are required to be fully vaccinated. An offer of employment (and ongoing employment with Mahitahi Trust will be conditional on the applicant having received the Covid-19 vaccinations and being able to provide proof of this to the human resource officer as part of the recruitment process.  |
| Have you received the Covid-19 vaccinations? *(if yes, please attach proof of this – My covid record or Ministry of Health vaccination letter)*  | Yes |[ ]  No |[ ]
|  | Rather not say |[ ]

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| 1. **DRIVERS LICENCE AND POLICE CHECKS**
 |
| Mahitahi uses the Land Transport Driver check scheme to help ensure all employees who drive our vehicles hold a full valid NZ driver licence. *Original NZ drivers’ licence will be photocopied/attached to this application by HR Officer.* |
| Do you consent to Mahitahi Trust checking your driver licence details as part of the selection process? | Yes |[ ]  No |[ ]
| Do you hold a **current,** full driver’s licence? | Yes |[ ]  No |[ ]
| Please select the vehicle transmission type/s that you can and are licenced to operate | Automatic  |[ ]  Manual |[ ]
| Mahitahi Trust conduct checks with NZ Police on past and current criminal convictions to ensure the safety of Whanau Whaiora and kaimahi is maintained in accordance with the Children’s Act 2014.  If any information relating to your driving and criminal history records is misrepresented at any stage of the recruitment, employment processes and/or in the event of an adverse criminal vetting record is received, the offer of employment with Mahitahi and Kainga Trust after consultation with the employee and consideration of the facts and circumstances, the employment may be terminated. Any records of criminal convictions will not be released if the applicant meets the eligibility criteria outlined in section 7 of the criminal records (Clean Slate) Act 2004, unless: * Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
* Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers)
 |
| Have you had any criminal convictions (in NZ or Australia or elsewhere overseas) including any road traffic convictions? *(for example, fraud, theft, assault and/or dangerous driving)* | Yes |[ ]  No |[ ]
| If you answered Yes, please provide details of your conviction(s)? *(Type and year)* | Click or tap here to enter text. |
| Are there any court actions pending in NZ or Australia or elsewhere overseas which could result in a criminal conviction? | Yes |[ ]  No |[ ]
| If you answered Yes, please provide details of your pending conviction(s)? *(Type and details of how far along the court process is)* | Click or tap here to enter text. |
| If your application for employment is successful, do you consent to Mahitahi Trust Human Resources completing driver and criminal record checks as part of the recruitment process and every three years thereafter during the course of your employment? | Yes |[ ]  No |[ ]

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| 1. **CONSENT TO CONTACT REFEREES**
 |
| Mahitahi Trust conduct referee checks as part of the selection process to ascertain the suitability of the applicant for the position the applicant is applying for. I understand that Mahitahi Trust will request and access information from the referees I provide below in confidence as an evaluation of my suitability for the position applied for and that this information will not be disclosed to me. *Please provide at least three referees, including your current or most recent employer.* |
|  **1** | **Contact Name** | **Company** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Position and Relationship**  | **Phone Number & Email** |
| Click or tap here to enter text. | Click or tap here to enter text. |
|  **2** | **Contact Name** | **Company** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Position and Relationship** | **Phone Number & Email** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **3** | **Contact Name** | **Company** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Position and Relationship** | **Phone Number & Email** |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| 1. **EVALUATION OF RECRUITMENT ADVERTISING**
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| *Please tell us how you found out about the position you are applying for* |
| Facebook |[ ]  Te Pou  |[ ]  Word of mouth  |[ ]
| Trade Me  |[ ]  Mahitahi Website |[ ]  Tertiary Institute  |[ ]
| Seek |[ ]  Other (Provide details) | Click or tap here to enter text. |
| If you contacted the Mahitahi Trust Human Resource officer, Was this person helpful to you? | Yes |[ ]  No |[ ]
| Feel free to provide comments about your experience with our recruitment processes for improvement purposes;Click or tap here to enter text. |

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| 1. **EMPLOYMENT RELATED QUESTIONS**
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| *To ensure Whānau Whaiora needs and business targets are met and depending on your role, you may be requested to work outside of normal hours (8:30 am – 5 pm, Mon-Fri).* Are you prepared to work outside normal hours, should you be requested to do so?  | Yes |[ ]  No |[ ]
| If you answered No, please provide more details?Click or tap here to enter text. |
| If your application for employment was successful, when could you commence employment? *(Date)* | Click or tap here to enter text. |
| Have you ever been subject to any serious disciplinary action (i.e. warning or dismissal) within the previous 5 years? | Yes |[ ]  No |[ ]
| If you answered Yes, please provide details of the disciplinary action? *(What was the action for and the outcome)*Click or tap here to enter text. |
| What are your salary expectations? | Click or tap here to enter text. |
| Why are you interested in applying for this position?Click or tap here to enter text. |
| Describe the skills, experience, competencies and qualifications you have, which are relevant to the position you are applying for?Click or tap here to enter text. |

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| 1. **CONFLICTS OF INTEREST**
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| Do you have a whānau member, friend or household member currently working for Mahitahi Trust?*(Whānau refers to spouse, partner, parent, child, grandparent, uncle, aunty, cousin or other person related by marriage or whangai)* | Yes |[ ]  No |[ ]
| If you answered Yes, please provide details *(Names and positions)* | Click or tap here to enter text. |
| Do you have any secondary employment? | Yes | ☐ | No |[ ]
| If you answered Yes, please provide details? *(Name of organisation/business, position, hours of work – per week and details of the tasks required of you including any safety risks)* | Click or tap here to enter text. |
| Will you continue to retain your secondary employment if successful with this application for employment? | Yes |[ ]  No |[ ]
| If you answered Yes, please provide details?  | Click or tap here to enter text. |

**ACKNOWLEDGEMENT AND DECLARATION**

*Please do NOT sign this declaration unless you clearly understand it. If you are unsure, please ask for assistance and/or clarification from the Mahitahi Trust Human Resources personnel.*

I acknowledge and confirm that the information and any supporting documents provided to Mahitahi Trust are true and correct. I understand that if I have provided any false or misleading information and/or supressed an information, that I may not be employed or if I am employed that my employment may be terminated.

Furthermore, I authorise Mahitahi Trust Human Resource personnel to access and commence with the following checks as per my consent indicated in the following sections;

* Pre-employment medical assessment and drug & alcohol test
* Driver Licence checks with Land Transport NZ
* Criminal history checks with NZ Police
* Reference Checks with nominated persons
* Covid-19 vaccination status record

All information disclosed as part of the recruitment and employment processes is managed in accordance with the Privacy Act 2020, this also allows you with the right to request access to and/or correct the personal information about you held by Mahitahi Trust. You can do this by contacting the Human Resources personnel.

By signing below, this indicates that I agree that any information relating to the recruitment and selection process is deemed evaluative and therefore confidential to Mahitahi Trust.

|  |  |
| --- | --- |
| **Signature of Applicant:** | Click or tap here to enter text. |
| **Date:**  | Click or tap here to enter text. |