

APPLICATION FOR EMPLOYMENT



1	Position Applied For	
2	Position Reference Number	

Personal Details				
3	Preferred Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (please state):		
4	First Name			
5	Last Name			
6	Preferred Contact Number		7	Other Contact Number
8	Residential Address			
9	Email Address			
10	Skype Username (optional)			

The following information is required to assist us in meeting our obligations under the Health and Safety at Work Act 2015, the Injury Prevention, Rehabilitation and Compensation Act 2011 and the Human Rights Act 1993. It will also help us to assess your ability to do the job.

11	Do you agree to undergo a medical examination if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Do you have any medical conditions or disabilities, or are you aware of any other circumstances or difficulties you experience or have experienced in the past that may prevent you from carrying out the duties of the position in a satisfactory manner or that may be further aggravated by undertaking the tasks of the position? (Please read the job description for a full list of tasks). This includes any gradual process injury you may have suffered, and any difficulties you may have in focusing or concentrating in an open plan environment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details		

Under the Criminal Records (Clean Slate) Act 2004, an eligible individual is deemed to have no criminal record for the purposes of any question asked of them about their criminal record. You can confirm whether you are an eligible individual under that legislation by contacting the 'privacy assistant' at the Ministry of Justice on 04 918 8800.

If you are an eligible individual you are entitled to answer 'NO' to the first question below:

13	Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Are you currently facing any pending criminal charges or investigations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15	Within the last 7 years have you been investigated, arrested or charged in connection with a criminal, traffic or other regulatory offence (<i>whether or not the matter resulted in a conviction or not</i>)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please provide details below including confirmation of the outcome or current status of the matter(s) concerned:

16	Do you authorise the CAA to seek and receive a current Ministry of Justice conviction report and/or a Demerit Points and Suspension History report and/or a full credit check pertaining to you, or make inquiries with New Zealand Police or other relevant government agencies, if it is deemed necessary for the CAA to access such information for the purposes of advancing your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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17	I give consent for CAA to confirm the qualifications that I have included in my CV with the academic institution from which they were obtained.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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18	<p>Declaration of Interest (please tick one)</p> <p><i>A potential conflict of interest could arise from any involvement in, obligation to, or financial interest in the aviation industry or another industry related to this position. A potential conflict could also arise in the event you have or are considering entering into other employment concurrently with employment with CAA. Note, most potential conflicts are able to be managed and will not automatically prevent you from being considered for the position you are applying for.</i></p>
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I have the following financial or non-financial interests in, or related directly or indirectly to the aviation industry or other industries related to this position (*Specify the nature of interest and any position held; continue on separate sheet as required*)

I will continue to be employed by, or provide services to, the following, should I obtain employment with CAA (*specify the organisation and nature of duties or services; continue of separate sheet as required*)

I have **no** financial or non-financial interests in, or related directly or indirectly to the aviation industry

19	What is your entitlement to work in New Zealand? (evidence of entitlement must be provided)	
<input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> Permanent Resident	
<input type="checkbox"/> Australian Citizen/Australian Permanent Resident		
<input type="checkbox"/> Working Visa	Expiry Date:	
<input type="checkbox"/> Other Visa (please provide details)		
<input type="checkbox"/> I am not currently entitled to work in NZ		

Please visit www.immigration.govt.nz for more information.

20	Would you like a whanau interview*?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**A whanau interview provides an opportunity to bring some support to your interview. During a whanau interview your supporters may wish to speak on your behalf although the panel will want to hear from and talk, mostly to you. If you would like a whanau interview, please let us know so we can arrange it for you.*

21	Where did you first see the advertisement for this vacancy?	
<input type="checkbox"/> CAA Website	<input type="checkbox"/> Government Jobs (jobs.govt.nz)	
<input type="checkbox"/> Seek	<input type="checkbox"/> LinkedIn	
<input type="checkbox"/> Trade Me	<input type="checkbox"/> Other	
<input type="checkbox"/> Aviation Industry website – please list here:		
<input type="checkbox"/> Recruitment Agency – please list here:		

I understand that if I am employed by the Civil Aviation Authority I will be expected to act in the Civil Aviation Authority's best interest and maintain confidentiality of all information and material.

I declare that the answers I have given above are full, true and correct. I fully understand that if I am successful in obtaining employment, any subsequently discovered falsification of information or failure to fully and clearly disclose information that would have been material to the Civil Aviation Authority's decision to appoint me, may result in dismissal.

<input type="checkbox"/> I agree	Date:	Signature:
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Referees

Please provide the names of three people who could act as referees for you. At least two of these should be able to attest to your paid or unpaid work performance, preferably in respect of your most recent employment posts.

Please note referees supplied will not be contacted without your consent.

Referee One	
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Name:	Company:
Position:	Email:
Preferred contact number:	Relationship to candidate:

Referee Two	
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Name:	Company:
Position:	Email:
Preferred contact number:	Relationship to candidate:

Referee Three	
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Name:	Company:
Position:	Email:
Preferred contact number:	Relationship to candidate:

I consent to Civil Aviation Authority seeking verbal information about me from the referees I have nominated and authorise the information requested to be released. I understand that the information provided by my nominated referees will constitute evaluative information for the purposes of the Privacy Act 1993, and unless a referee otherwise specifies, will be provided to the Civil Aviation Authority on the express understanding and expectation of confidence.

Signature:	Date:
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