

Job application form

First name	
Middle name(s)	
Last name	
Preferred name (if different)	
Email address	
Phone number(s)	
Current location	
Position applied for	
How did you find out about this role?	<input type="checkbox"/> SEEK <input type="checkbox"/> Govt Jobs <input type="checkbox"/> Māori & Pacific Jobs <input type="checkbox"/> Mahi <input type="checkbox"/> LinkedIn <input type="checkbox"/> MHWC website <input type="checkbox"/> Other (provide details)

Ethnicity

What ethnicity / ethnicities do you identify with?

For reporting purposes, if you identify with more than one ethnicity, which one do you identify with most?

Are you legally entitled to work permanently in New Zealand?

☐ Yes ☐ No

If no, what is your work status?

Have you applied to work for MHWC in the past?

☐ Yes ☐ No

If yes, please provide details

Do you currently work for, or have previously worked, for Mental Health and Wellbeing Commission (MHWC)?

☐ Yes ☐ No

If yes, please provide details

Remuneration

What are your remuneration expectations (a range is fine)

Medical History

In line with our obligations under the Health and Safety at Work Act 2015, we can ask questions regarding an applicant's health status relevant to the position applied for.

Do you currently have or previously had any injury or medical condition which could impact on your ability to work in the position you are applying for, or which the tasks of this job may aggravate or contribute to?

☐ Yes ☐ No

If yes, please provide details

Accessibility

We want to ensure accessibility needs are well supported, so the recruitment process is fair and equitable for all. Please let us know if there is any support we can provide to ensure the recruitment process is fully accessible to you.

Criminal Convictions

If you are successful in securing this position, you will be required to complete a criminal convictions check. The declaration of an offence may not preclude your application from being considered. However, non-disclosure of relevant matters may be seen as misrepresentation and will be dealt with accordingly. If you are in doubt as to whether or not to declare something, please declare it. It is not necessary to declare parking fines or speeding tickets unless they resulted in a sentence of disqualification or otherwise.

Have you ever been convicted of any criminal offences that are not concealed by the Criminal Records (Clean Slate) Act 2004?

☐ Yes ☐ No

If yes, please provide details explain the offence, date, and the sentence issued. Provide further information below.

Have you ever been charged with a crime, or are you currently being investigated?

☐ Yes ☐ No

If yes, please provide details

Protective Security Requirements (PSR)

As an independent Crown entity, we are required to comply with the Workforce Assurance model standards released by the Public Service Commission. From March 2021 additional background checking requirements are in place for those who have worked in Public Sector within the last three years.

Do you consent to the disclosure to Te Hiringa Mahara of whether you have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown entity employers for the last three years? This will usually be conducted at the preferred candidate stage.

☐ Yes, I consent

☐ No, I do not consent

☐ I would like to discuss this before it is undertaken

Privacy information

The information you supply in this form (or in other documents supplied with this application form) is collected for the purpose of determining your suitability for employment for the position you have applied for. All information provided will be treated as confidential. Written requests for access to, or correction of, personal information should be addressed to hr@mhwc.govt.nz

In line with our policies, if you are appointed to this position, selection information about yourself may be supplied to unsuccessful internal candidates who request a review of appointment.

Authority and Declaration

In signing below, I agree and authorise:

1. The contents of my application (including this and other supporting documents) are true and accurate to the best of my knowledge.
 2. I have not withheld any information that could affect the decision to employ me.
 3. If I have been unclear about whether or not to provide information, I have provided that information.
 4. I understand that if any false information is given, or any material fact is not provided in this form, I may not be employed, or may result in disciplinary action up to and including dismissal from my position at Te Hiringa Mahara.
 5. I understand if I have worked in the public sector within the last three years, it is a requirement for Te Hiringa Mahara to undertake a serious misconduct check with those agencies.
 6. Te Hiringa Mahara may obtain information they may require from Te Hiringa Mahara files if I am an existing or previous employee.
 7. Te Hiringa Mahara may contact any professional institution to verify qualification(s) stated and may contact credit reference agencies.
 8. Te Hiringa Mahara may undertake reference checking with referees nominated by me in writing (noting I will be advised prior to them being contacted).
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9. Te Hīringa Mahara may undertake either Ministry of Justice criminal record or Police Checking / Vetting, and where required, validation of immigration and qualification statuses, and credit checking.
 10. Te Hīringa Mahara may contact me for any future vacancy deemed appropriate. I understand that I am still required to apply for any vacancies that I wish to be considered for.
 11. The information I supply in this form (or in other documents supplied with this application form) is collected for the sole purpose of determining my suitability for employment to the position I have applied for. The information will not be used for any other purpose except in the event of a review of your provisional appointment, information relevant to the review may be provided to a person seeking or considering seeking a review of appointment.
 12. I hereby declare that I have read the above Privacy Act statement and I am aware of my rights under the Privacy Act 2020.

Signature

Date

Please send this completed application form along with your CV and cover letter to hr@mhwc.govt.nz
