**Employment Application Form**

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| --- | --- |
| **Position:** | **Community Sport Advisor (Capability)** |
| **Closing Date:** | **Wednesday 27th September 2017** |
| **Return to:** | **Community Sport Advisor Vacancy**  **Sport Tasman**  **PO Box 3197, Richmond 7050**  **Or E-mail to: admin@sporttasman.org.nz** |

Please note that the shortlisting decision making process is based on the information contained within the application form. Your CV supports the information contained therein, but does not replace the use of this form.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Full Name:** | | |
| **Address:** | | |
| **Phone Number(s):** | | |
| **Email Address:** | | |
| **Driver Licence Type and No.:**  (please note for operational roles, a full driver licence is an employment pre-requisite) |  | |
| **Are you legally entitled to work in New Zealand? (Circle)** | **YES** | **NO** |
| If you are legally entitled to work due to a permit from Immigration New Zealand, please advise the type of permit and the expiry date. (If your application is successful, Sport Tasman will request a verified copy). |  | |
| **Do you have a current First Aid certificate?**  **(Circle)** | **YES** | **NO** |

**Qualifications (including academic/ professional memberships/ other relevant to the role)**

(Please attach a copy of appropriate academic qualifications)

To be completed if not detailed in your CV.

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| --- | --- | --- |
| **Year** | **Qualification** | **Provider** |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment Experience**

|  |  |
| --- | --- |
| **Current/ Most recent employer** |  |
| **Position held** |  |
| **Type of business** |  |
| **Dates of employment** |  |
| **Main duties/ tasks/ responsibilities** |  |
| **Notice period required**  *(if currently employed)* |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Previous employer** |  |
| **Position held** |  |
| **Type of business** |  |
| **Dates of employment** |  |
| **Main duties/ tasks/ responsibilities** |  |
| **Reason for leaving** |  |

**Please ensure further employment history is provided in your C.V.**

**Please explain any gaps in employment history:** *(e.g. full time study, travelling etc.)*

**Please describe your experience in relation to the advertised role:**

**Please provide details of IT skills/ knowledges/ software packages and level of competence:**

**Additional Questions**

**Have you ever been charged or convicted of a criminal or serious driving offence?**

(Not including any subject to the Criminal record (Clean Slate Act?))  **YES / NO**

**If yes, please provide details –**

**Do you consent to Sport Tasman obtaining a New Zealand Police check? YES / NO**

**Have you ever suffered from a significant injury or illness that would prevent/ limit you from carrying out the role? YES / NO**

**If yes, please provide details -**

**How did you find out about this position? (Please tick)**

* Family/ Friends
* Newspaper Advert
* Website (please specify)
* Social media (please specify)
* Other (please specify)

**Referee Details**

**Referees**

|  |  |
| --- | --- |
| **Referee 1** |  |
| **Relationship to you** |  |
| **Organisation/role** |  |
| **Email address** |  |
| **Contact phone no.** |  |
| **Referee 2** |  |
| **Relationship to you** |  |
| **Organisation/role** |  |
| **Email address** |  |
| **Contact phone no.** |  |

**Consent for reference checking**

I hereby authorise Sport Tasman to contact the above individuals to act as my referees for the purposes of my application as required under Section 29 of the Privacy Act 1993.

I consent to a representative of Sport Tasman seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Sport Tasman for the purposes of ascertaining my suitability for the position for which I am applying.  I understand the information received by Sport Tasman is supplied in confidence as evaluative material and will not be disclosed to me. ***(Please also complete the separate “Release of Information Form” on the last page, so it can be faxed/ emailed to a nominated referee should they require to view your authorisation to release information).***

By signing this application, you are telling us that the information you have provided is accurate and complete. It will be grounds for your employment to be terminated if you are employed, and we later discover that you misrepresented or omitted any significant factual information in this application that we rely on.

You will be required to complete a police check if you are offered this position.

# Consent for Release of Information

I .......................................................................................................................... (Applicant’s full name) consent to a representative from Sport Tasman seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Sport Tasman for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Sport Tasman is supplied in confidence as evaluative material and will not be disclosed to me.

**Signed** **by applicant:** …………………………………………………………………………..

**Name:** *(please print)* …………………………………………………………………………..

**Date:** ……………………………………………………………………………..

Thank you for taking the time to complete this application form, we appreciate the time and effort you have undertaken.

Please be assured that your personal information will be kept confidential and referees will not be contacted until after the interview process has been completed. Then, only referees of shortlisted candidates will be contacted.

Please expect an acknowledgement to your application within three business days. Thank you for your interest in Sport Tasman – Good luck with your application!