

Application for Appointment

Please complete all parts of this form, then sign and date it. Attach a Curriculum Vitae to your application including full details of your vocational and educational history.

SECTION A

Position applied for: _____

Location: _____

Surname/family name <i>in block letters</i> :	First names <i>in full</i> :	Preferred name:
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Full postal address:	Email address:
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Telephone (private):	Business:	Cellphone:
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ENTITLEMENT TO WORK IN NEW ZEALAND

Are you: A New Zealand Citizen or a permanent resident of New Zealand? *(Please tick one)*

If neither, do you have the legal right to work in this country?
(if you answer yes, you will be asked to produce your work permit if you attend an interview)

CRIMINAL OFFENCES

As you are applying for a position of trust, please answer the following:

Have you ever been convicted of a criminal offence excluding any conviction concealed under the Criminal Records (Clean Slate) Act 2004 (apart from parking offences)?

Yes No *(please tick one)*

Do you have criminal charges pending or are you under investigation?

Yes No *(please tick one)*

If you answer yes, please provide full details: _____

To be eligible under the Criminal Records (Clean Slate) Act 2004, an individual must have:

- No convictions in the previous seven years
- Never been sentenced to a custodial sentence (eg corrective training, home detention, borstal)
- Never been ordered by a Court during the criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced
- Not been convicted of a specified offence
- Paid in full any fine, preparation or costs ordered by the Court in a criminal case
- Never been disqualified from driving under Section 65 Land Transport Act 1998 or earlier equivalent provision

REFERENCES

Do you authorise any employee or representative of Malloch McClean Ltd to contact your referees as part of the process?

Yes No *(please tick one)*

EDUCATIONAL HISTORY

University Attended: _____

High School: _____

HEALTH

Do you currently have, or have you ever had a medical condition caused by gradual process, injury, illness or disability that could reasonably be expected to affect your ability to carry out the work of the position applied for; or that could reasonably be expected to be aggravated or contributed to by the work of the position applied for?

Yes No (please tick one)

If you answer yes, please specify: _____

I agree to undergo a medical examination, if required at the expense of Malloch McClean Ltd and for the results to be made available to Malloch McClean Ltd.

Yes No (please tick one)

DECLARATION & STATEMENT OF RIGHTS OF APPLICANTS FOR POSITIONS WITHIN MALLOCH McCLEAN LTD

Malloch McClean Ltd:

- Will gather references and reports from referees that you have provided for the purposes of this application. Any information provided to any employee or representative will be confidential to the company and will not be divulged to anyone not directly involved in the appointment process.
- May retain the information that you provide for the purposes of assessing your suitability for appointment for up to 90 days following the filing of the position to which this application relates if your application is unsuccessful. After this time, the information will be confidentially destroyed unless discussed with you or requested otherwise by you.
- Will allow you, in accordance with the Privacy Act 1993, to have the right of access to certain information and to request a correction to it and/or that there be attached to it a statement that you have requested a correction. Additionally, and in accordance with the Privacy Act 1993, Malloch McClean Ltd agrees to maintain the information provided by you in a confidential and secure manner. The information will be used only for purposes of assessing your suitability for the position for which you have applied. Your information will not be passed on to any other third party without your permission in writing.

The applicant:

Agrees that if offered the position, they will produce:

- An IRD number
- A bank account number
- Evidence of educational qualifications
- Evidence of date of birth if requested
- A photocopy of current driver licence or passport if requested (for identification purposes)
- Evidence of citizenship/residency status, if requested.

Furthermore, the applicant may be required to authorise Malloch McClean Ltd or its representative to conduct a pre-employment security check. This will involve a check of credit references and police records for the purposes of evaluating your suitability for employment. All appointments are therefore made on a provisional basis pending the outcomes of any reviews. The appointment is then either confirmed or annulled.

I certify that the particulars provided in this application for appointment are true and corrected and that if its found the information supplies, included all attachments with the information supplied, was either false or misleading, if appointed my employment may be summarily terminated. I also certify that I have read and understood the information contained within this statement of rights.

Applicant's Signature _____

Date: / /20