

APPLICATION FOR EMPLOYMENT

The information you provide on this application for employment form will be collected and confidentially held by Masterton District Council (MDC).

PERSONAL DETAILS

Name	
Address	
Contact phone numbers	
Email address	
If your application is successful, you will be required to confirm your identity.	

POSITION DETAILS

Which position are you applying for?	
If you have previously been employed by MDC, please list any former roles you have held and the years	
Please indicate by name, if you have a relative, close friend or household member currently employed by MDC or who is in a position that could possibly cause conflict if you were appointment	
How did you first learn of this position?	☐ Seek ☐ LinkedIn ☐ LG Jobs ☐ MDC Website ☐ Trademe ☐ Word of mouth ☐ Other

RIGHT TO WORK STATUS

Are you a New Zealand citizen or permanent resident?	☐ Yes ☐ No
If no, do you hold a current valid work visa?	☐ Yes ☐ No
Expiry date of visa	
Provide any conditions of the visa	
If your application is successful, you will be required to provide evidence of your entitlement to work in New Zealand. (i.e. passport, work visa or residency paperwork)	

GENERAL

Do you hold a current valid New Zealand drivers' licence?	☐ Yes ☐ No ☐ Full ☐ Restricted ☐ Learners
Do you have any restrictions on your driver's licence? List accordingly	☐ Yes ☐ No List here:
Have you been convicted of any criminal offence in the last 7 years? If yes, please list accordingly	☐ Yes ☐ No List here:
Do you have any criminal proceedings pending? If yes, please list accordingly	☐ Yes ☐ No List here:
If your application is successful, you will be required to produce a copy of your driver's licence and undertake a Police Vetting or Ministry of Justice criminal convection request.	
What are your salary expectations for this role?	
Are you currently engaged in any other employment, which will continue if you are successful in gaining this position? If yes, please list accordingly	☐ Yes ☐ No List here:
If you are in current employment, how much notice do you need to provide before you can start in the position you are applying for?	

HEALTH

Do you have any health conditions that could affect your ability to perform the position you are applying for? If yes, list accordingly.	☐ Yes ☐ No List here:
If required, do you consent to undertaking of a pre-employment health check?	☐ Yes ☐ No

REFERENCES

If not listed in your CV, please provide the names, their relationship to you and contact phone number. (At least two please)	Referee one: Referee Two: Referee Three:
By providing these references you consent to MDC contacting the above-named person(s) as referees.	
Do you understand that the information received by MDC is supplied in confidence as evaluative material only and will not be disclosed to you?	☐ Yes ☐ No

DECLARATION

1. I agree and declare that all the information I have provided on this application for employment form is a true and accurate record.
2. I authorise any screening processes that MDC see fit to exercise in considering this application. I understand this process may include employer references and checking of criminal conviction check and or police vetting, or pre-employment health check.
3. I am not aware of any personal conflict of interest circumstances, medical condition or disability that would limit my ability to adequately perform the position which I am applying for.
4. I accept that, should my application be successful, the information in this document will form part of my contract of employment and falsification of any information is grounds for dismissal.
5. By returning this application electronically it is acknowledged that I fully agree with the above declaration. Applicants invited to an interview are required to sign this declaration.

Signed

Date

Please return this completed and signed form directly to the People and Capability Team at MDC via peopleandcapability@mstn.govt.nz