**Candidate Application and Declaration Form**

This information is collected for the purpose of assessing your suitability for employment at the Human Rights Commission. If selected, this information will be kept confidentially on file. It may be accessed and corrected by the employee at any time. If your application is unsuccessful you may request the return of your application otherwise the information will be kept for 12 months.

|  |  |  |
| --- | --- | --- |
| **Vacancy Details** | | |
| Position applied for |  | |
| Advertised in |  | |
| You are required to provide evidence of your identity, this may take the form of a passport or drivers license | | |
| **Personal Details** | | |
| Full name |  | |
| Contact postal address |  | |
| Phone | *Day* | *Night* |
| Mobile |  | |
| Email Address |  | |
| Evidence of identity | Passport □ Drivers License □ | |
| **Referees –** Ifyou are the ***preferred candidate,*** you will be asked to provide names and contact details of **two**-**three** people who may be approached for a confidential statement about your suitability for this position. These people should be able to comment on their knowledge and assessment of the skills and experience relevant to the advertised position.  **One** of these referees must be your ***current line manager,*** where that is not possible, a referee check must be conducted with the HR Manager of your current organisation, and a previous line manager.  The Human Rights Commission undertakes to contact only the named persons provided by you, to check your employment history. | | |

**Criminal Charges and Convictions -** As you are applying for a position that requires a high level of trust and confidence, you are required to advise whether you have ever been convicted of any criminal offence, or are awaiting the hearing of criminal charges.

|  |  |  |
| --- | --- | --- |
| **Criminal Charges and Convictions** |  |  |
| Haveyou been convicted of any offence against the law other than minor traffic offences? | Yes | No |
| If yes, give details: | | |
| Do you have any criminal charges pending other than minor trafficoffences? | Yes | No |
| If yes, give details: | | |
| *Note:**Individuals with minor convictions who have been conviction free for at least seven years, and who meet all other relevant criteria to put their past behind them, may conceal such convictions under the Criminal Records (Clean Slate) Act 2004. For further information refer to the Ministry of Justice* *www.justice.govt.nz* | | |

The following checks are required by the Public Services Commission. As a public servant you will be required to conduct yourself with integrity and act with discretion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Details** | |  |  |
| Are you legally entitled to work in New Zealand?  Please provide evidence | | Yes | No |
| Do you consider you may have a potential ***conflict of interest***, either as the result of a relative/household member working as an employee/contractor/consultant at the Human Rights Commission, or some other association such as an involvement or employment in another community group/organisation/business?  Please provide details. | | Yes | No |
| Do you consent to the disclosure to the Human Rights Commission 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?  Should you be selected as the preferred candidate, your response will be checked with your previous employer(s) at that stage. We will not conduct this check prior to you being selected as the preferred candidate.   * Yes, I consent * No, I do not consent * I would like to discuss this before it is undertaken | |  |  |
| **Declaration** | | | |
| I, (full name) certify that to the best of my knowledge, the information I have provided in this form and supporting documentation, including my CV, is true and correct.  I understand that confirmation of the validity of any aspect of the information I supply may be sought. I understand that if I supply any false information, or suppress any material fact, I may not be accepted, or if I am employed, following investigation, I may be dismissed without notice.  I agree to such pre-employment checks as deemed necessary being undertaken by the Commission for the role I have applied for.  If I am the preferred candidate for this position, I consent to the Human Rights Commission undertaking a background check with the Ministry of Justice for the purposes of assessing my suitability for the role.  I understand that this form, together with the written material I have supplied, and evaluative material including any interview notes, will be held confidentially and used only for the purposes of this application for employment. I agree to notify the Commission of any future change to the information supplied during the course of this application process and/or for my records should I be successful in obtaining employment with the Human Rights Commission. | | | |
| Signed | Date | | |