

The information you provide on this application for employment form will be collected and held securely by the Human Resources. This information is collected for the purpose of assessing your suitability for employment. This may include subsequent changes in employment at Gateway. You have a right to access your personal information (excluding any material of an evaluative nature) and to seek any correction you think necessary to ensure accuracy.

Please fully complete and sign this Application Form. A covering letter and up-to-date curriculum vitae is also required. This should include details of work history and any other relevant experience.

POSITION APPLIED FOR: _____

FULL NAME: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

PHONE NUMBER: _____

ARE YOU LEGALLY ELIGIBLE TO WORK IN NEW ZEALAND? YES/NO

IF ON A CURRENT NZ WORK PERMIT PLEASE STATE VALIDITY DATES: _____

ARE YOU CURRENTLY STUDYING OR PLANNING TO STUDY FOR ANY QUALIFICATIONS YES / NO

If yes, please provide details:

DIVERSION, CRIMINAL AND TRAFFIC OFFENCES

Note: Should your application for this position be progressed to an offer of employment, you will be required to complete a NZ Police Vetting check or a Ministry of Justice check and an Oranga Tamariki check.

Have you had any previous convictions or pending criminal or traffic offences which you believe Gateway should be aware of please provide details: YES/NO

Drivers Licence

Note: It is a pre-requisite for employees to hold a full Drivers Licence.

Do you have a current full car driver's licence? YES/NO

First Aid

Note: While it is a pre-requisite for employees to hold a current First Aid Certificate, we would consider training for suitable candidates.

Do you have a current workplace first aid certificate? YES/NO

Referees

Please give details of three referees we can contact for a confidential assessment of your suitability for the position. **At least one must be your current employer.** Please ensure that your referee is aware that they may be contacted by us.

Name of referee: _____
Organisation: _____
Position held: _____
Contact number: _____
Email: _____

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Declaration

I declare that to the best of my knowledge, the answers given to the questions in this application form and details contained in my curriculum vitae are correct.

I confirm that I have provided all information that may be relevant to employment with Gateway.

I understand that if I have given incorrect or misleading information or have left out any important information I may not be accepted for employment, or if I am employed, this may affect my employment with Gateway.

Signed _____ Date _____

Applications should be emailed to admin@ght.co.nz Or addressed to:

Gateway Housing Trust, PO Box 1399, Nelson 7040