



creating opportunities for children to grow

Application for Employment Horizons OSCAR

This form and any material provided with it will remain confidential and be used by Hornby Presbyterian Community Trust (HPCT) for the sole purpose of ascertaining your suitability for the position for which you are applying. If your application is successful, the information provided will form part of the HPCT staffing records. Should your application be unsuccessful any enclosures with your application form will be returned to you, the application form itself will be retained and destroyed after 12 months.

The above statement is provided in accordance with the Privacy Act 1993.

Position applied for: _____

Personal Information

Full Name: _____ (family name) _____ (first name/s)

Address: _____

Phone: _____ Day _____ Night

Are you legally entitled to work in New Zealand? Yes/No

If not, are you eligible for a work permit? Yes/No

Relevant Qualifications:

a) Secondary Level

Qualifications	Subjects and Grades

b) Post Secondary /Tertiary Level

Qualifications	Place of Study	Year Awarded

Other Relevant Training and Awards.

Experience Relevant to the Position. (please record most recent first)

Position: _____

Organisation: (if applicable) _____

Length of time in Position (eg 1 year): _____

Description of Major Duties and Responsibilities:

Position: _____

Organisation: (if applicable) _____

Length of time in Position: (eg 1 year) _____

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Position: _____

Organisation: (if applicable) _____

Length of time in Position: (eg 1 year) _____

Description of Major Duties and Responsibilities:

Position: _____

Organisation: (if applicable) _____

Length of time in Position: (eg 1 year) _____

Description of Major Duties and Responsibilities:

Knowledge, Skills and Abilities Relevant to the Position:

In addition to completing this form, applicants should attach a curriculum vitae or resume, any testimonials available and should feel free to provide on a separate sheet any further information considered relevant to the position.

Referees

I consent to the HPCT seeking verbal or written information about my suitability for the position from any of the referees I have nominated below.

Name: _____ Phone No: _____

Address: _____ Email: _____

Name: _____ Phone No: _____

Address: _____ Email: _____

Please indicate whether you are prepared for us to contact:

Current Employer Yes/No

Previous Employer

Yes/No

If successful the date available to commence _____

Include additional comments and material in support of your application:

Convictions. Have you been convicted of any criminal offence? Yes/No

Note: The successful applicant may be required to provide verification of qualifications, date of birth and legal entitlements to work in New Zealand before taking up the position. He/She will be required to sign on commencement a declaration relating to gradual process and/or any existing injury or medical condition which the job may aggravate e.g. OOS, sensitivity to chemicals, hearing loss. Further to this the successful applicant will be required to sign a declaration stating that to their knowledge they have no disease or condition which may make it unsuitable to work in this position.

He/She will also be required to sign consent to disclosure of criminal records unless a Police Clearance is attached to this application.

DECLARATION:

I declare that to the best of my knowledge the answers to the questions in this application are correct. I understand that if any false information has been given any material fact withheld, my application may not be accepted, or if I am employed I may be dismissed without notice.

Signature: _____ **Date:** _____

Please return to: Admin
Horizons OSCAR
PO Box 16451
Hornby
Christchurch 8042