

Form 200-10 - Western Bay of Plenty District Council Application Instructions

(Do not return this page with your application)



Privacy Act 1993

The information given on the application form will be used to consider your suitability for the vacancy. If you do not complete the application fully, you may prejudice our ability to assess your suitability for the vacancy. If your application is successful this form will be retained on your personnel file. If unsuccessful it, along with other application papers, will be destroyed 20 days after the appointee commences work. You are entitled to access the information on your application form upon request to Council's Privacy Officer, Private Bag 12 803, Tauranga. This information is provided in accordance with the provisions of the Privacy Act 1993.

Applying for a Vacancy

- ➔ To apply, applicants must be legally entitled to work in New Zealand under current immigration legislation. If you are unsure of your entitlement to work in New Zealand we refer you to the website <http://www.immigration.govt.nz>. Applicants must also be available for an immediate interview if selected. Applicants who do not match this criteria will not be responded to.
- ➔ Applicants must complete the attached Application Form to be eligible for consideration for any vacancy with the Western Bay of Plenty District Council.
- ➔ Applicants must include a copy of their Curriculum Vitae with their application.
- ➔ You may email or post an application and supporting documentation to the Western Bay of Plenty District Council. The application must be received by the closure of the advertised vacancy.

Queries to: Human Resources Team (07) 571 8008

Email applications to: hr@westernbay.govt.nz

Post applications to: Human Resources Team
Western Bay of Plenty District Council
Private Bag 12 803
Tauranga

Working at the Western Bay of Plenty District Council

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Our Values

Council's organisational culture is built around *the western bay way*. In a nutshell *the western bay way* is all about 'knowing what we do' and 'doing what we say'. For our customers and colleagues this means they can rest assured that we have the expertise to undertake our jobs professionally and that we will always do our best to deliver on what we say.

The western bay way is built around five corporate values:

- ✎ **High achievement**
This is all about staff doing what they say, by delivering the right results the right way and being focused on providing good service.
- ✎ **Professionalism and integrity**
The skills and experience staff need to do their jobs effectively. All staff must demonstrate job knowledge, honesty, reliability, trustworthiness, and be willing to learn new skills.
- ✎ **Working together**
Are ideas and work as a team. This value encompasses showing respect for each other, communicating honestly, being flexible and celebrating success as a team.
- ✎ **Creating value**
This is all about being responsive and going the extra mile to deliver the right results to customers.
- ✎ **Customer care**
Treating customers as paramount by fully understanding their needs and always keeping them informed about things that affect them.

Our People

We have established a reputation as being one of the top performers in local government.

This hard earned status has been built by a team of industry experts, many of whom have been responsible for developing and implementing projects that have been adopted throughout Australasia.

Whether it's roading, utilities, quality management or performance improvement, staff at the Western Bay of Plenty District Council are regarded as industry leaders.

For us, nothing is ever business as usual as we take an uncompromising attitude to improving what we do, day in – day out.

Our Work Environment

To stay at the top of our game we recognise the importance of attracting and retaining the best people. To do this we continually work to create an environment that will assist us in this goal, and which promotes employee growth and commitment.

We like to think we have broken the stereotypical perception of the local authority work environment – no flexibility, no choice. In this context we work hard to create an environment that challenges conventional wisdom by offering our people flexibility, choice and value through their employment relationship with Council.

Application for Employment - Western Bay of Plenty District Council

The information collected in this form is for the purpose of assessing your suitability for employment by the Western Bay of Plenty District Council which may include subsequent changes in employment with the Council.

Note: Completion of this form does not indicate that there is any obligation on the Council to engage the applicant.

Name of Position: **Date:**

Section One - Personal Information *(Please Print)*

Full Name:

If you known by any other name please record here? First Name(s): Surname:

Residential Address: Postcode (compulsory)

Postal Address: *(if different from above)*: Postcode (compulsory)

Contacts: Home: Work:

Cell: Email:

Section Two - Education

Name School/Technical Institute/ University: Qualification(s) Obtained:

.....
.....
.....
.....

List any other qualifications/certificates/licences? *(give details)*

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Where appropriate you may be required to produce original qualification documents.

Section Three - Skills and Experience *(This space is provided for information relevant to this position eg. a summary of your skills and experience that you think are applicable to this position).*

Section Four - Employment History *(start with your present or most recent position)*

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

For the purposes of compliance with the Privacy Act 1993, do you consent to the Western Bay of Plenty District Council contacting your present employer for the purposes of reference checking? Yes No

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Employer: _____ **Address:** _____

Nature of Work: _____

Length of Service: From: _____ To: _____

Position Held: _____

Reason for Leaving: _____

Referees: Please give details of three referees who may be contacted. Preferably two work-related referees and one personal referee.

Name: _____ Address: _____

Phone No: _____ Occupation: _____

Name: _____ Address: _____

Phone No: _____ Occupation: _____

Name: _____ Address: _____

Phone No: _____ Occupation: _____

I consent to the Western Bay of Plenty District Council seeking verbal or written information about me on a confidential basis from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the Council for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by the Council is supplied in confidence as evaluative material and will not be disclosed to me.

Yes No

If yes, signature: _____ Date: _____

Section Five - Legal Work Status

Are you legally entitled to work in New Zealand? (If not see first page of application "Applying for a Vacancy", No.1)

Yes No

Are you an assisted immigrant under bond to the New Zealand Government or any other employer?

Yes No

If yes, do you have authority to accept other employment?

Yes No

Section Six - Interests

Membership of Business, Professional or Trade Organisations:

Name of Organisation:

Office held (if any):

Hobbies/Interests: (list your hobbies and interests)

Section Seven - General

Do you have a current drivers licence?

Yes No

If yes, Number: _____ Class(es): _____ Demerit Points: _____

Has your licence ever been endorsed?

Yes No

If yes, give brief details: _____

Do you have any case(s) pending which would affect your licence?

Yes No

Do you have any criminal convictions, not including any concealed under the Criminal Records (Clean Slate) Act?

Yes No

If yes, give brief details: _____

Are you currently awaiting the hearing of charges in a civil or criminal court of law?

Yes No

If yes, give brief details: _____

Are you a member of a Territorial Force unit?

Yes No

If yes, have you completed whole time training?

Yes No

Are you prepared to work overtime?

Yes No

What is the occupation of your spouse/ partner? _____

Section Eight - Medical *(tick box which applies and provide details where required)*

Employment within Council is predominantly sedentary in nature and is likely to involve computer use. Given this context Council seeks to minimise the risk of health concerns arising. It is therefore necessary to seek the following information as part of our assessment of your ability to carry out the employment tasks of the position you are applying for.

Any false information given in relation to your health may disqualify you from cover for work related personal injuries under the provisions of the Accident Insurance Act 1998.

Please provide details of any musculoskeletal injury (sprains, strains, occupational overuse syndrome, or RSI in your hands, wrists, arms, shoulders, neck, upper or lower back) regardless of whether, or not you have sought medical treatment for the injury.

Please provide details of any other injury, or medical condition which could either affect your ability to carry out, or be further contributed to, by the tasks of this job.

Please note any special services, or facilities which Council could provide that would allow you to overcome this condition/ disability.

I declare that the answers provided in this application are correct. I understand that any incorrect, misleading or omitted information may disqualify me from appointment or, if appointed, make me liable to be dismissed. I also understand that any false information given in relation to my health may disqualify me for cover under the Accident Insurance Act (1998).

Signature *(typed name acceptable by email)*: _____ Date: _____

Do you agree to undergo a medical examination by a doctor nominated by the Western Bay of Plenty District Council if required?

Yes No

Section Nine – Additional Information

Are you making application for an advertised position?

Yes No

If yes, where & when did you see the vacancy advertised? _____

Have you previously been employed by the Council?

Yes No

If yes, when? _____

Do you have any relatives or know any person currently employed by this Council?

Yes No

If yes, who? _____

What is the relationship with them? _____

Why would you like to work for this Council? _____

If your application is successful, when could you start work? _____

I _____ *(full name)* declare that to the best of my knowledge, the answers to the questions in this application are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, may result in my loss of entitlement for any compensation from ACC.

Signature: _____ Date: _____

Do you have additional information that you consider may assist your application? For example, references, achievements, interests, aspirations, etc. If so, please attach additional information sheet with your application.