

Application for employment

IMPORTANT: This form must accompany your curriculum vitae (CV) and covering letter.
Please read and complete all sections of this form before you sign and date it.

About your application

Position applied for

Location Closing date

How did you hear about this role?

Electoral Commission Website Seek

Jobs.govt.nz Trademe Jobs

MyJobspace Other:

Your details

Title Mr Mrs Miss Ms Mx Other

First name(s)

Surname or family name

Preferred name

Postal address Postcode

Email

Home phone Mobile phone

Work phone

Entitlement to work in New Zealand

What is your entitlement? NZ or Australian Citizen Permanent resident Work permit, working holiday or student visa

If you're not a New Zealand citizen, proof of your visa status or work permit will be required before you are confirmed to the position. Work permit or Visa expiry date

Criminal or traffic convictions

Have you ever been convicted of a criminal or traffic offense? No Yes (please provide details below)

You may be eligible for the Clean Slate scheme under the Criminal Records (Clean Slate) Act 2004. Check with the Ministry of Justice for more information.

Do you have any charges pending? No Yes (please provide details below)

Other information

Are you involved in furthering the interests of any candidate, party or political issue? No Yes (please provide details below)

Do you have a current driver license? Yes No Do you have your own transport? Yes No

Are there any other matters or have there been any other events that may affect your suitability for employment with the Electoral Commission?

Authority to obtain & use personal information

Serious misconduct

Do you consent to the disclosure to the Electoral 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 (Crown agents, Autonomous Crown entity, Independent Crown Entity) employers for the last three years?*

- Yes, I consent No, I don't consent I would like to discuss this before it is undertaken

* *If you are selected as the preferred candidate, your response will be checked with your previous employers at that stage. We will not conduct this check prior to you being selected as the preferred candidate.*

Covid-19: Vaccination Status

As part of the Electoral Commission policy, all new employees are expected to be fully vaccinated against COVID-19 and provide a copy of their My Vaccine Pass (MVP) when accepting an offer of employment with the Commission. If no MVP is provided it will be assumed you are not vaccinated and this may impact the work you are able to perform for the Electoral Commission.

Please select one of the following choices:

- Fully Vaccinated Medical exemption
 Not Vaccinated Prefer not to say
-

Privacy Act statement

Your application will be held by the Electoral Commission for the purpose of determining your suitability for employment and, if employed as an electoral official, for administrative and payroll purposes. It will not be used for any purposes or supplied to any other party without your consent.

Please confirm if you agree to allow the Electoral Commission to hold the information you have provided to assist in our recruitment processes.

- Yes, I agree No, I don't agree
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Authority, Consent and Declaration

I authorise the Electoral Commission to collect such personal information about me from the named referees as in necessary to assess my suitability for employment as an electoral official and I authorise the Commission to disclose such personal information as is necessary for the same purpose. I also authorise the named referees holding such information about me to disclose the information to the Electoral Commission on the confidence for the same purpose.

Furthermore, should I be employed as an electoral official, I give authorisation for the Commission to obtain, as necessary, whilst I am employed, information regarding any criminal convictions or traffic offences that I may have or charges that may be pending, for the purpose of verifying compliance with the Commission's Code of Conduct.

- I declare that the information I have provided is accurate and that I have not provided any misleading information or omitted any relevant information which may affect my suitability for employment as an electoral official.*

Signature

Date

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Checklist

Have you:

- Completed all parts of the application
 Signed the Authority to obtain and use personal information

Send your completed application to **Electoral Commission, PO Box 3220, Wellington 6140** or email: **recruitment@elections.govt.nz**