

Application for Employment



Thank you for applying for a position with the Bay of Plenty Polytechnic.

The Bay of Plenty Polytechnic is committed to being an Equal Employment Opportunities (EEO) Employer and will ensure that no-one is excluded from a job for which he or she is skilled and qualified by inappropriate processes and attitudes.

The information you provide in this application form will be used to help us assess your suitability for the position and for EEO monitoring. It is important that the information you provide is accurate. If you do provide incorrect information we would consider this to be grounds for dismissal in the event that your application is successful.

All information given to us will be treated confidentially and will only be released in accordance with the authorisations you provide to us in this form.

If your application is successful, the information will become part of the Bay of Plenty Polytechnic's personnel records. You are entitled to access the information upon request.

If your application is unsuccessful, the information will be destroyed after 6 months. All records are kept in a secure manner in the Human Resources department until their destruction.

Please post applications and CV to: HR Team, Bay of Plenty Polytechnic, Private Bag 12001, Tauranga or email: hrteam@boppoly.ac.nz

POSITION APPLIED FOR:

PERSONAL INFORMATION

Full name: _____

Postal address: _____

_____ Post Code: _____

Email address: _____

Contact phone number (daytime): _____

WHERE DID YOU SEE THIS POSITION ADVERTISED?

BOP Times	NZ Herald	Waikato Times	My Job Space	Seek	BOP Poly Website	Trade Me	Other
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PLEASE INDICATE WHICH ETHNIC GROUP YOU IDENTIFY WITH*

New Zealander /Pakeha	NZ Maori	Pacific Islander	Asian	European	South African	Other (Please Specify)
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**Filling in any of these fields is not compulsory.*

This information is only collected for the purpose of monitoring our employment practices in line with our EEO policy.

WORK ELIGIBILITY

Are you a New Zealand citizen or a permanent resident of New Zealand? yes no

If you are not a citizen or permanent resident of New Zealand, do you have the legal right to work in this country? yes no

If you are on a work permit, please specify the type of work permit you currently hold.

If you are on a work permit, please specify the expiry date of your work permit.

** If you are not a NZ citizen or permanent resident of NZ you will be required to produce your work permit if you attend an interview.*

CONVICTIONS

Have you ever been convicted of an offence against the law in New Zealand or another country (apart from parking offences?)*

yes no

Do you have any criminal charges pending or under investigation?
If yes, please provide details.

yes no

Do you agree to the Polytechnic accessing your record through the Department of Courts for any conviction for criminal activity?

yes no

** This question is subject to the provision of the Criminal Records (Clean Slate) Act 2004. This Act gives eligible individuals the right, in some circumstances, to withhold information about their convictions. You can seek further information about this Act from the Ministry of Justice; www.justice.govt.nz*

DRIVERS LICENCE

If the position for which you are applying requires that you operate a motor vehicle/s please state below the type of vehicle/s.

Do you have a current New Zealand Drivers Licence to operate that vehicle or vehicles?
If yes please list:

yes no

Drivers Licence Number _____ Licence Classes _____

If your application is successful do you agree to your name being registered with the Land Transport Safety Authority driver check facility?

yes no

Do you have any current demerit points relating to any of the licences listed above?
If yes, please provide details:

yes no

STATE OF HEALTH

Do you have, or have you suffered from, a physical or mental impairment or condition which may affect your ability to perform the tasks of this job?
If you have answered yes, please provide details:

yes no

Do you have a medical condition that would require us to provide special facilities?

yes no

If you have answered yes, please specify the nature of the facilities required:

STATE OF HEALTH CONTINUED

Have you ever had an injury or medical condition caused by gradual process, disease or infection, for example: hearing loss, sensitivity to chemicals, lung problems, repetitive strain injuries, back injuries, which the tasks of this job may aggravate or contribute to?

yes no

If you have answered yes, please provide details:

MEDICAL TESTING

If you are shortlisted for the position do you agree to undergo a medical examination, which may include a drug test, should the Polytechnic consider that such tests are relevant to the position?

yes no

Any tests or examination would be conducted by a medical practitioner nominated by the Polytechnic.

If yes, do you consent to the results of the tests and/or examination being disclosed/released to the Polytechnic?

yes no

EDUCATION & QUALIFICATIONS

Please do not complete this section if your application is accompanied by a CV that contains all the information requested in this section.

Institution	Course/Subjects	Year of completion

Do you authorise the Bay of Plenty Polytechnic to contact these education institutions to verify your stated qualifications or courses attended?

yes no

Please describe the skills and experience, (e.g. Computer skills, technical skills) you consider are relevant to your application (excluding formal qualifications).

Have you ever worked for the Bay of Plenty Polytechnic or another tertiary provider in New Zealand before?

yes no

If so, where and when?

EMPLOYMENT HISTORY

Please do not complete this section if your application is accompanied by a CV that contains all the information requested in this section.

Please start with your present or most recent employment and work backwards:

1. Present or most recent employer

Company: _____ Dates Employed: _____

Address: _____

Job Held: _____

Main Duties: _____

Reason for Leaving: _____

2. Next most recent employer

Company: _____ Dates Employed: _____

Address: _____

Job Held: _____

Main Duties: _____

Reason for Leaving: _____

3. Next most recent employer

Company: _____ Dates Employed: _____

Address: _____

Job Held: _____

Main Duties: _____

Reason for Leaving: _____

If selected for an interview would you like whanau or a support person to attend?

yes no

If successful when could you commence employment with us? _____

REFEREES

Please list two referees that the Bay of Plenty Polytechnic can approach now to discuss you and your ability to perform the role:

Name: _____ Position: _____

Organisation: _____ Address: _____

Telephone No: _____ Time known: _____

Name: _____ Position: _____

Organisation: _____ Address: _____

Telephone No: _____ Time known: _____

ADDITIONAL INFORMATION

Please add here any information you wish to support your application:

DECLARATION

I confirm that the information I have given is true and correct. I understand that if I have given incorrect or misleading information, or if I have left out any important information, I may not be considered for appointment, or if appointed, my employment may be terminated.

Applicant's signature _____ Date _____

Thank you for your application. We will contact you shortly to advise you of the next steps in our recruitment process.

BAY OF PLENTY POLYTECHNIC

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Ph 07 544 0920 Fax 07 544 2386 Email info@boppoly.ac.nz
0800 BOPPOLY www.boppoly.ac.nz

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