#

# Application for Employment

**Position: Respite Support Worker**

**Name:**

**Address:**

**Contact numbers:**

**Home: Work:**

**Mobile: Email:**

May we phone you at work confidentially, if required [ ]  Yes [ ]  No

**Are you a NZ citizen/permanent resident?** [ ]  Yes [ ]  No

If not, what is your immigration status?

**Do you have a current unrestricted NZ driver’s licence?**  [ ]  Yes [ ]  No

License no & expiry:

**Do you have a current First Aid certificate?** [ ]  Yes [ ]  Expiry: \_\_\_\_\_\_\_\_\_\_\_\_

**Do you smoke?** [ ]  Yes [ ]  No

**Have you any criminal convictions/charges (previous or pending), or been involved in any acts of theft, dishonesty, abuse or violence, in NZ or elsewhere?** [ ]  Yes [ ]  No

If yes, please give details:

**Do you have any past or current health condition/injury (incl those caused by infection, disease or gradual process) that could recur &/or have an impact on your ability to carry out your employment duties successfully?** [ ]  Yes [ ]  No

If yes, please give details & how you would deal with this if employed:

**What qualifications do you hold, and/or are currently studying towards?**

**What other mental health/addictions roles & experience have you had? (incl voluntary work)**

**What interests you about this mental health Respite Support position?**

**Why do you think you are a ‘good fit’ for this position?**

**Referees**-

MInimum of two; at least one of which is employment-related:

|  |  |  |
| --- | --- | --- |
| **Name:** | **Position:** | **Daytime Phone & Email:** |
|  |  |  |
|  |  |  |
|  |  |  |

Should you be appointed, when would you be available to start work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you interested in working: **Full-time Part-time (up to 35 hours/week) Casual**

**Do you have any other information to tell us, or any questions?**

## **INFORMATION**

Beth-Shean Trust will treat all personal information you or your referees give us as confidential, only available to those authorised to use it. We will use it only for the purpose of assisting us to employ staff.

We will not return CV’s, nor will we hold onto your information after it is not required.

Should you be offered a position your information will be kept on file, which you will have the right to see on request.

**CONSENT**

* I consent to Beth-Shean Trust contacting my referees (verbal & written) to gather confidential information related to my suitability for employment with the Trust.
* I acknowledge that any offer of employment will be conditional on my consent to Beth-Shean applying for a NZ Police check, and understand that the outcome of this check may affect such an offer.
* I declare that all information I have provided to Beth-Shean Trust is true & accurate to the best of my knowledge, and that I have disclosed any information which might have a bearing on my suitability for this position.
* I accept that dismissal could result from providing false information, or not disclosing any relevant information.

**Signature of applicant: Date:**

**Thank-you for completing this application.**

**We will contact you regarding the status of your application when we are ready to interview .**

***Office Use Only***

**Date Application Received: Acknowledged:**

**CV received? Yes / No**

**Issues to follow-up?**

**Action:**

**If decision to offer is made:**

**Referees Contacted – Reference Check completed – Police Check actioned –**

**Further Comments**

|  |  |  |  |
| --- | --- | --- | --- |
| Document Name: | Application for Respite Work | Last updated: | April 2017 |
| Approved by: | Mgr | Next Review due: | April 2019 |
| Hard copy location: | Procedure Manual: Employment  | Review by: | Mgr |