



Whakatū Marae
99 Atawhai Drive
Nelson
P.O. Box 124
Telephone 064 3 54 84257
Fax 064 3 54 69097

www.whakatumarae.co.nz
trevor.wilson@whakatumarae.co.nz

Tēnā Koe

Thank you for your enquiry regarding a vacancy at Whakatū Marae

Whakatū Marae requires the enclosed application form to be completed and signed.
Plus the following:

- a letter of application
- a curriculum vitae

Please note:

- Whakatū Marae would be pleased to accept copies of original documents with your application. The return of original documents cannot be guaranteed.
- For ease of processing we request that your application is not presented in a folder.
- Whakatū Marae will return all documents unless a specific request is made to you.

Your completed application should be forwarded to:

**Pouwhakahaere
Whakatū Marae
P. O. Box 124
NELSON**

If you have any queries please contact **Trevor Wilson: Phone/Fax (03) 546 9097, fax, Email**

Attached is an application for employment form which you are requested to complete and return ASAP.

The Application form is a primary source of information that will be used by Whakatū Marae to consider your suitability for the position for which you are applying. If successful, such information will form part of your records at Whakatū Marae. Failure to supply the information requested could prejudice our ability to assess your suitability for the position.

I understand that I will be required to produce originals of educational certificates, practicing certificates and, if required, evidence of my legal authority to work in NZ.

I declare that to the best of my knowledge, the answers given in this application form (and details in my enclosed curriculum vitae) are correct. I confirm that I have provided all information that may be relevant to employment with Whakatū Marae.

I understand that if I have given incorrect or misleading information or have left out any important information I may not be accepted for employment, or if I am employed, I may be dismissed.

I agree to undertake a medical examination should it be required for this position.

Under the Privacy Act 1993 I authorise you to verify information.

Signed: _____ Date: _____

Application Form

1. The position you have applied for is:

2. How did you find out about this position?:

3. Full Name (please print):

4. Current Residential Address:

5. Current Postal Address (if different) :

6. Current Email address:

7. Telephone:

Home	Mobile	Work

8. Residential Status:

Citizen/ permanent Resident/ work permit/ assisted immigration?

8. Employment History:

8.1 Present or most recent Employer:

Detail	From	To	Permanent/ temp/contract
Comp:			
Address:			
Job Held:			
Main Duty:			
Hours per week:			
Reason for leaving:			

8.2 Next most recent Employer

Detail	From	To	Permanent/ temp/contract
Comp:			
Address:			
Job Held:			
Main Duty:			
Hours per week:			
Reason for leaving:			

8.3 Next most recent Employer

Detail	From	To	Permanent/ temp/contract
Comp:			
Address:			
Job Held:			
Main Duty:			
Hours per week:			
Reason for leaving:			

8.4 Next most recent Employer

Detail	From	To	Permanent/ temp/contract
Comp:			
Address:			
Job Held:			
Main Duty:			
Hours per week:			
Reason for leaving:			

9. Educational Achievements:

Secondary School or Tertiary Institution attend	From	To	Achievement

10. Give details of other paid or voluntary work that you may think is relevant?
Add separate sheet if insufficient space.

11. Have you ever worked for Whakatu Marae before?

12. Do you know of other contributing health factors that could prevent you from completing this role?

13. Please give details of three referees we can contact for a confidential assessment of your suitability for the position.

Name: _____ Phone Number: _____
Email _____ Fax Number: _____
Address: _____
Address: _____

Name: _____ Phone Number: _____
Email _____ Fax Number: _____
Address: _____
Address: _____

Name: _____ Phone Number: _____
Email Address: _____ Fax Number: _____
Address: _____
Address: _____

May we contact your most recent employer? Yes No

- 14. Whakatū Marae will require you to undergo a police check therefore do you have any criminal conviction that may preclude you from accepting this position?** Yes No

If yes, give details:

In the event you are appointed you will be required to undergo police vetting and you will be required to complete a Privacy Application Form for the police vetting service and provide proof of appropriate identification.

- 15. If your application is accepted, when could you commence your employment?** _____