



Application Declaration Form

Please complete the two pages of this application form fully and sign it in the space provided at the end. You should attach the form to your letter of application and curriculum vitae before sending it to the address listed in the advertisement so that it reaches us by the closing date. Your curriculum vitae should include details of your employment history, work experience (both paid and unpaid), relevant training and development and educational qualifications.

Position applied for:

Vacancy no.

Contact Details

Last name:

First name:

Preferred first name:

Postal Address:

Email:

Telephone Numbers

Private:

Business:

Mobile:

Comment on any restrictions to us contacting you on any of the numbers provided

To help us plan our advertising, please tell us where you first saw this vacancy:

Citizenship Details

Are you a New Zealand Citizen? Yes No

Are you a New Zealand Citizen by birth? Yes No

If you are a NZ Citizen by naturalisation

When did you get New Zealand citizenship? _____

What other citizenship do you currently hold? _____

Please list details of any previous citizenships _____

If you are not a NZ Citizen:

Do you have: Resident status? Yes No

If yes when did you get residency? _____

A current work permit? Yes No

Criminal Records

As the position you've applied for requires a security clearance, **it is an exception under Section 19, sub-section (3) of the Criminal Records (Clean Slate) Act 2007**, please answer the following questions:

Have you been charged or have you ever been convicted of a criminal offence against either civil or military law (other than minor traffic offences i.e. parking offences)? Yes No

If yes, please specify the nature and date of any convictions held:

Personal Declaration and Privacy Statement

I certify that the above information is true and correct. I acknowledge that if I have given incorrect or misleading information, or have omitted and imported information in my application for employment, I may not be considered for appointment, or if appointed, I may be subject to disciplinary action or my employment terminated.

I authorise Department of the Prime Minister and Cabinet to hold this and other personal information for the purpose of assessing my suitability for employment. If I am successful in obtaining the position or any other position applied for, I also authorise Department of the Prime Minister and Cabinet to hold this and any other personal information Department of the Prime Minister and Cabinet collects during my employment. I agree this authorisation would be for the duration of my employment and for a reasonable period after ceasing employment with Department of the Prime Minister and Cabinet. I understand that I have the right of access to most of this personal information and I can request Department of the Prime Minister and Cabinet to correct any information I believe is incorrect.

Signed:

Date:



Applicant EEO Statistics

This information is required to assist in monitoring the Department's Equal Employment Opportunities Policy and is collected for statistical purposes only.

Vacancy Applied for: _____

Please tick the boxes that describe you:

Ethnic group:

- | | |
|-----------------------------------|--------------------------|
| NZ European/Pakeha | <input type="checkbox"/> |
| Maori | <input type="checkbox"/> |
| Samoan | <input type="checkbox"/> |
| Cook Island Maori | <input type="checkbox"/> |
| Tongan | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> |
| Asian | <input type="checkbox"/> |
| Other Ethnic Group (please state) | <input type="checkbox"/> |
-

Gender:

- | | |
|--------|--------------------------|
| Female | <input type="checkbox"/> |
| Male | <input type="checkbox"/> |

Disability:

Do you have a disability, long term illness, or live with the effects of an injury?

- | | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |

Please forward this form with your application to the address listed in the advertisement so that it reaches us by the specified closing date. This form will be separated from your application as soon as it arrives and the information contained in this EEO form will **not** be considered as part of the selection process.