



Office of the Ombudsmen
Te Tari -o- Ngā Kaitiaki Mana Tangata

POSITION APPLICATION FORM

Position applied for:.....

Application Letter

Please provide a covering letter with your application outlining why you would like to be considered for this role, and highlighting what you can offer us in terms of your skills, qualification, abilities, and experience. Think about the skills and abilities discussed in the advertisement, job description and/or profile.

Curriculum Vitae

Please provide your current CV.

Referees

Please provide the names and contact details of three people who we can discuss your application with. If you cannot include current or recent previous employers, you need to use people who can talk about the skills and strengths you have that are relevant to the position.

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Security Clearance

All staff appointed to the Office of the Ombudsmen must complete a Security Intelligence Service questionnaire. Permanent appointment to the Office is subject to completion of the questionnaire and SIS vetting to the satisfaction of the Chief Ombudsman.

(Please note that for the following sections, answering “yes” will not exclude you from being considered for the position.)

Criminal Convictions

This information will only be verified if you are successful in your application for the position.

Have you ever been convicted of any criminal offences that are not concealed under the Criminal Records (Clean Slate) Act 2004?

Yes

No

Do you have any charges pending or under investigation?

Yes

No

Health

Can you please indicate whether you have or have ever had, a medical condition caused by an injury, illness, disability or gradual process that the tasks of the job may aggravate or contribute to, or that may affect your ability to carry out the work of the position applied for?

Yes

No

If yes, please give brief details.

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Conflicts of Interest

Are you aware of any current or potential conflicts of interest?

Yes

No

Right to Employment

If you are not a New Zealand citizen please provide a copy of your work permit or residency permit. If you have any special conditions to your work permit please give brief details.

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Current or Future Commitments

Please note here any current or future commitments that may impact on your availability to participate in this appointment process and/or that may impact on your commencement date if you are selected as the preferred applicant. For example, booked travel or study, etc. Please be specific (dates / times, etc)

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Declaration

- I declare that the information given in this application is true and complete to the best of my knowledge.
- I acknowledge the purpose of this application form and the material associated with it is to assist in assessing my suitability for the position I am applying for.
- I authorise the selection panel to contact the referees I have nominated above seeking verbal and/or written information for the purposes of validating my suitability for the position I am applying for.
- I understand that the information provided to the selection panel by my referees is supplied in confidence as evaluative material and will not be disclosed to me.
- I acknowledge that if I give incorrect or misleading information or I have omitted any information during the appointment process, I may be disqualified from consideration or, if appointed and this is subsequently discovered, I may be liable for dismissal.

Signed:..... Date:.....

Please return this form to the Office of the Ombudsmen with your covering letter and CV.