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## Sample Application Form

The application form is a source of information which will be used to assist us in considering your suitability for the position for which you are applying.

This application is not intended to be a substitute for a Curriculum Vitae or a covering letter, but to standardise specific information for employment.

### Collecting and holding personal information

Information relevant to the appointee shall form part of this organisation's personnel records. Curriculum Vitae and other application information will not be returned to applicants unless requested. You are entitled to access any information relevant to you upon written request.

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#### NOTE:

In preparing your application, please include any further information about yourself which you may feel would add to the knowledge that we may gain about your skills and competence for the job.

**Application for Position** \_\_\_\_\_  
 (please state position title as indicated on the job description)

**Personal Details**

Name in full \_\_\_\_\_

Street address \_\_\_\_\_

Postal address \_\_\_\_\_

Contact phone nos. \_\_\_\_\_

Email \_\_\_\_\_

**Education/Training** (Please include any courses, workshops, First Aid training, etc)

Secondary School, University, Technical Inst,	Qualification obtained	Year

**WORK RECORD TO DATE**

**Employer's name**

**Position held**

From / / To / /		
Reason for leaving		
From / / To / /		
Reason for leaving		
From / / To / /		
Reason for leaving		
From / / To / /		
Reason for leaving		

Total current salary package (optional) :\$ \_\_\_\_\_

**Driver's Licence:** Yes / No Classes: \_\_\_\_\_

Do you have any court cases pending which could threaten your driver's licence? Yes / No

**I could begin to work on (date):** \_\_\_\_\_

Are you  
 NZ Citizen  
 NZ Permanent Resident  
 Other

If 'other', what legal right to you have to work in New Zealand \_\_\_\_\_



**Familiarity with computer software**

Software Package	Expert	Advanced	Average	Learner	Novice

**Briefly explain why this job appeals to you**


**Hobbies and interests** (please include involvement in voluntary/community activities, offices held, etc; or other experience that you have had and how this is relevant to the vacancy you are applying for.)


**References:** If possible, please provide addresses and telephone numbers of three referees - at least one of which should be work-related. It is understood that by naming referees, you are authorising us to make direct contact with those persons.

Name	Address	Phone Nos

1. *I declare that to the best of my knowledge, the answers to the questions in this application are correct.*
2. *I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.*
3. *I also understand that any misinformation given in the medical section may result in my being ineligible for work-related ACC compensation.*
4. *I also understand that information contained in the medical and EEO sections will be confidential to the Council's Chief Executive and the Human Resources Officer.*
5. *I authorise the Taranaki Regional Council to obtain references to support my application and I release the Council and my referees from any liability caused by giving and receiving this information.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for completing this application form. Your assistance is appreciated.