



# Safer Mid Canterbury

## Together we're safer

### EMPLOYMENT APPLICATION FORM (Confidential) To be completed by Applicant

This form is to accompany a Cover Letter and CV, it is designed to gather information not normally found on a CV which we require to assess your suitability for the position. Please include in your cover letter a summary of why you would be suitable for this position.

#### Position Applied for: Case Worker – Refugee Resettlement Service

Please **tick** which Case Work Position/s you are applying for:

- Position 1. **Caseworker/ Social Worker/Youth**
- Position 2. **Caseworker/Housing**
- Position 3. **Caseworker/Volunteer Coordinator**
- Position 4. **Caseworker/Cultural Navigator**

Tick One

Mr  Mrs  Ms  Miss or other preferred title \_\_\_\_\_

Surname/Family Name \_\_\_\_\_

First Names (in full) \_\_\_\_\_

Full Postal Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Telephone Number

Home \_\_\_\_\_

Work \_\_\_\_\_

May we contact you at work?  Yes  No

1. Are you known, or have you ever been known, by any names other than those stated above?  Yes  No

If 'yes' please list them: \_\_\_\_\_  
\_\_\_\_\_

2. Are you a New Zealand citizen?  Yes  No
- If not, do you have resident status  Yes  No
- Or a current work permit  Yes  No

3. As a provider of government contracted services Safer Ashburton will complete safety vetting, including Police Vetting and risk assessments, as required under The Children's Act 2014. Information on required checks can be found at <https://www.orangatamariki.govt.nz/working-with-children/childrens-act-requirements/>

- a. Have you ever had a criminal conviction  Yes  No

If yes please detail: \_\_\_\_\_

\_\_\_\_\_

- b. Have you ever received police diversion for an offence  Yes  No

If yes please detail: \_\_\_\_\_

\_\_\_\_\_

- c. Have you been convicted of a driving offence in the last seven years, which resulted in temporary or permanent loss of licence?  Yes  No

Are you awaiting sentencing/currently have charges pending?  Yes  No

If yes please detail: \_\_\_\_\_

\_\_\_\_\_

**Please note that if you are offered this position you will be expected to consent to disclosure of any information held about you by the New Zealand Police Vetting Service. As this position is deemed under the legislation as a 'Core Children's Worker' the clean slate act does not apply.**

4. If offered this position will you maintain any other employment or be voluntarily engaged in any position that may cause you to have a conflict of interest with Safer Ashburton?

Yes  No

If yes please detail: \_\_\_\_\_

\_\_\_\_\_

5. Have you had any injury or medical condition, which the tasks of this job may aggravate or contribute to?

Yes  No

If 'yes' please elaborate: \_\_\_\_\_

\_\_\_\_\_

6. In addition to other information provided are there any other factors that Safer Ashburton should know to assess your suitability for appointment and your ability to do the job?

Yes  No

If 'yes' please elaborate: \_\_\_\_\_  
 \_\_\_\_\_

7. Do you have a current driver's licence?  Yes  No

Learners  Restricted  Full

8. Employment History

*As a requirement of The Children's Act 2014 we require your last 5 years work history and any reason for any gaps in work history over the past 5 years.*

Period Worked	Employer's Name	Position Held	Reason for Leaving

9. Referees

*Please provide the names of three people who could act as Referees for you. At least one of these should be able to attest to your paid work performance. Please note that referees will only be contacted if you have been interviewed and are on a final shortlist for this position. The information obtained from these referees will then be used to assist the agency in its decision as to whether to offer an appointment. The information will be confidential between the referee and the agency.*

Name	Address	Telephone	Relationship (eg Supervisor)


10. Please provide a CV that covers education, training, employment, volunteer work, interests and anything else you may deem relevant for the position.

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I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

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

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**Please follow all instructions, only applicants that include a separate cover letter explaining why you would be suitable for this position, a separate CV and a completed application form will be accepted and responded to. Thank you.**

Please send completed applications to: Kevin Clifford  
Safer Mid Canterbury  
44 Cass Street  
Ashburton 7700

Applications can also be emailed to [Kevin@safermidcanterbury.org.nz](mailto:Kevin@safermidcanterbury.org.nz) in word or PDF format.

And mark as “**CONFIDENTIAL**” on envelope

If you have questions please contact us on 03 308 1395. Please note that the office will be unattended over the Christmas and New Year period so we will be unavailable to answer questions over this time.