

Employee Application Form for 2026

Form Preview

Community Trust South - Employee Application Form

PERSONAL INFORMATION

Collecting and holding your personal information:

This information is being collected for the purpose of assessing your suitability for employment with Community Trust South. If your application is successful, this form will be retained on your personal file.

Community Trust South's [Privacy Policy](#) governs our collection, storage, use and disclosure of personal information. Any personal information you provide us in connection with this application is subject to the Privacy Policy and you agree that we may use and disclose that information in accordance with the Policy, or as otherwise stated in this Privacy Statement and the declaration you make in this application.

All the information you provide in this application form will be treated as personal information and will be used, stored and disclosed for the purposes associated with the recruitment and appointment for the position you have applied for and in accordance with the Privacy Act 2020.

By submitting the application form, you are:

- authorising Community Trust South to collect personal information about you and
- consenting to relevant information being shared amongst people within Community Trust South for the purposes of recruitment and appointment.

The information will be kept confidential and will not be disclosed to any person except in connection with the purposes for which it is obtained, or as required by law.

You have the right to contact the Trust's Privacy Officer to request access to and correction of any personal information held about you.

Which position are you applying for:

Applicant Details

* indicates a required field

Personal details

Legal name *

First Name

Last Name

Middle name

Home/Residential Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be New Zealand

Postal address (if different from above)

Address

Country must be New Zealand

Email address *

Primary phone number *

Must be a New Zealand phone number.

Secondary phone number

Must be a New Zealand phone number.

Please advise if any of the contacts above may not be used to contact you with regard to this application.

Experience and Qualifications

Employment details

Present occupation

Employer

Previous employment history

Organisation	Position held	Start date	End date
		Must be a date.	Must be a date.

Professional and tertiary qualifications

Please list relevant qualifications

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Qualification	Institution	Year awarded

Referees

In making this application, you consent to Community Trust South seeking verbal or written information about your suitability for the position from any of the referees you have nominated below. You authorise the information to be released to those involved in the selection process. The referees should ideally include a current and at least one other recent employment-related referee. Generally personal referees will not be acceptable.

Referee 1

Name

First Name

Last Name

Company/Organisation**Relationship****Address**

Address

Email

Must be an email address.

Primary phone number

Must be a New Zealand phone number.

Secondary phone number

Must be a New Zealand phone number.

Referee 2

Name

First Name

Last Name

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Company/Organisation

Relationship

Address

Address

Email

Must be an email address.

Primary phone number

Must be a New Zealand phone number.

Secondary phone number

Must be a New Zealand phone number.

Health and Safety

* indicates a required field

The following information is required to assist Community Trust South in meeting its obligations under the Health and Safety in Employment Act and the Injury Prevention Rehabilitation and Compensation Act and to assess your suitability for the position.

Note: In some situations, further specific medical information relating to the requirements of the role will be needed. Therefore, before being offered employment, you may be required to undertake a pre-employment medical examination and/or authorise the release of relevant ACC claims history relating to yourself. In this case, a satisfactory report to Community Trust South will be a condition of employment.

Do you have, or have you ever had, a medical condition caused by an injury, illness, disability or any gradual process that may be aggravated by, or affect your ability to carry out the tasks expected of the position? *

- ☐ Yes
☐ No

Do you believe this condition will affect your ability to carry out effectively and safely the functions and responsibilities of the position?

- ☐ Yes
☐ No

If YES, to either of the above questions, please provide details:

(Note the Trust complies with the Human Rights Act and a declaration of an injury, medical condition or disability will not rule someone out of consideration for the position):

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If you are successful, would you require any accommodation, facilities or equipment to allow you to be able to perform the role?

- ☐ Yes
☐ No

If you would require any accommodation, facilities or equipment to allow you to be able to perform the role please provide details:

Additional information

*** indicates a required field**

Employment in Aotearoa/New Zealand

Are you legally entitled to work in Aotearoa/New Zealand?

- ☐ Yes
☐ No

As a New Zealand or Australian citizen or permanent resident or holder of a current and valid work permit.

If you hold a work visa, what is the expiry date?

Please upload Work Visa

Attach a file:

Criminal Convictions

Have you been convicted of any offence against the law other than minor traffic offences?

- ☐ Yes
☐ No

Do you have any criminal charges pending, other than minor traffic offences?

- ☐ Yes
☐ No

Note: Individuals with minor convictions who have been conviction free for at least seven years, and who meet all other relevant criteria to put their past behind them, may conceal such convictions under the Criminal Records (Clean Slate) Act 2004. For further information refer to the Ministry of Justice www.justice.govt.nz

Drivers Licence

Do you hold a current Full New Zealand drivers licence? *

- ☐ Yes

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☐ No

Potential Start Date

If your application is successful, when could you commence employment?

Curriculum vitae & supporting letters

Cover letter explaining how your skills and experience meet the requirements for the position *

Attach a file:

Curriculum vitae *

Attach a file:

Other supporting information

Attach a file:

Declaration and Authorisation

* indicates a required field

I confirm that the information I have provided in this form is complete, true and correct.

I consent to Community Trust South

- verifying, at any time, the accuracy of the information I have provided in this application form
- undertaking reference checks using the supplied referee details
- disclose my curriculum vitae and information in this application to Community Trust South employees for the purposes of administration and assessment of the application
- I have read the job description, setting out the nature of the position.

I understand that the information given in the health section of this application form may be requested by ACC.

I understand that this application and any attached information may be kept for administration purposes.

I understand that if I am the preferred candidate, in addition to verifying the information in this application, that a criminal record check will be undertaken. We will seek your consent in advance of undertaking this check.

I understand that if successful all of the terms of any offer of employment will be written into any job offer and employment agreement.

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I have read and understood this information *

☐ Yes

**Insert Name for
Signature: ***

First Name

Last Name

Date: *

Must be a date.

Submitting your form

There is a '**Review and Submit**' button at the bottom of the navigation box to the right of the screen.

You need to review your form before you can submit it – you won't be able to submit your form until all required questions (marked with an *) are completed.

Once reviewed you can submit your form by clicking on '**Submit**' at the top of the screen or on the navigation box.

Once submitted, you will receive an email acknowledging receipt of the form. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your form or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone us on **0800 500 185** during business hours or email jackie@communitytrustsouth.nz