



Application for vacancy

NZCS 105
18 Jan 2005

Please complete this application form **only** where you are unable to apply for a vacancy online at www.customs.govt.nz
If you apply online you do not need to fill in this form.

- Please read the notes overleaf.
- Complete all parts of this form, sign and date it.
- Attach your curriculum vitae and other information requested to the application.
- Send this form and attachments to: The Recruitment Office, New Zealand Customs Service, Box 29, Auckland.

Vacancy number

Position applied for

Location

Your name

First name(s)

Surname/family name

Preferred name

Your postal address

Your email address

Contact numbers

Contact number 1 ()

Contact number 2 ()

Confidential facsimile number ()

ELIGIBILITY FOR EMPLOYMENT IN NEW ZEALAND

Please tick to show the status you hold (please include any details with your CV).

- New Zealand Citizenship
- New Zealand Permanent Residency
- A New Zealand Work Permit
- A special agreement between the New Zealand Government and another country.

CONVICTIONS

Do you have any existing (or pending) criminal convictions either in New Zealand or overseas?
If you are eligible under Section 7 of the Criminal Records (Clean Slate) Act 2004 you are deemed not to have a criminal record, in New Zealand, and are not required to declare the convictions. Exclude minor vehicle offences.

- Yes – print details below. No

HEALTH

Have you ever had an injury or medical condition which the tasks of this job may aggravate or contribute to?

- Yes – print details below. No

EQUAL EMPLOYMENT OPPORTUNITIES

The New Zealand Customs Service is committed to the active promotion of equal employment opportunities. The following information is requested to assist in monitoring the success of our EEO programme. It will be used for statistical purposes only and is not used in the appointment process.

Your gender Male
 Female

Which ethnic group do you most identify with?

- NZ Maori
 NZ European/Pakeha
 Other European
 Pacific Islander
 Asian
 Other ethnic group (please specify)

DECLARATION (must be signed by all applicants)

As per the legislative requirements of the State Sector and Official Information Acts, I agree to the release of personal information relating to this job application should I be provisionally appointed, if the decision is subject to a review request lodged by an applicant who is an existing New Zealand Customs Service employee. If I am a current or previous Customs employee, I also agree to the use of any personnel records held by the Service in consideration of applications I make.

I declare that the statements made in this application, and in support of this application, are true and complete to the best of my belief.

Signature

Date

NOTES

Candidates are encouraged to apply online for any advertised vacancy at www.customs.govt.nz

Curriculum Vitae (CV)

We have a preferred format for CVs – competency based rather than simply chronologically based. Please contact our Recruitment Office to obtain further information on competency based CVs.

We prefer electronic copies of CVs. If you do not have email access a copy on disk is acceptable.

Send your CV with this form giving full details of your employment history (paid and unpaid), relevant experience, educational qualifications, reasons for applying for this vacancy, and two or more referees.

Use of your application and CV

The information you have provided is used in considering your suitability for the vacancy or in administering the recruitment process. It will be used for the selection process only with two exceptions to this. Firstly, in the event of a review of an appointment, a summary of the information may be shown to another applicant. Secondly, if your application is successful, then the information will form part of our personnel records.

The State Sector and Official Information Acts require that you must agree to the release of personal information relating to job applications should you be provisionally appointed, if the decision is subject to a review request lodged by an applicant who is an existing New Zealand Customs Service employee. If you are a current or previous Customs employee, you must also agree to the use of any personnel records held by the Service in consideration of applications you make.

Recruitment Office
New Zealand Customs Service
Box 29
Auckland