

Information for Applicants

Thank you for your interest in our **Senior Maintenance / Administration Coordinator** vacancy. This Application Pack includes:-

- Details about the NZQA Recruitment Process
- An Application Form
- A Job Description

If you wish to apply for this vacancy, please provide the following documentation:-

- A copy of your current Curriculum Vitae – this must be in chronological order. It should provide the contact details for two work referees
- A covering letter – this should give details of your ability to match the requirements of the position.
- A fully completed, signed Application Form
- If required, a copy of your work / residency visa

Please return all of the above documentation to carly.harrison@nzqa.govt.nz by **5.00 pm** on **Tuesday 10 November 2009**.

If you are unable to send your application by e-mail, please post to:-

Carly Harrison
Human Resources
NZQA
125 The Terrace
PO Box 160
Wellington

Please **do not** send original documents, as these will not be returned. **Do not** include copies of certificates or written references with your application. Should these be required, we will request them at a later stage in the process.

Appointment Procedure

NZQA has a formal appointment procedure to ensure that all applicants are treated fairly and the best applicant is selected for the job. Selection is based on assessment of each applicant's skills, knowledge, abilities and experience against the specifications in the Job Description.

The Selection Panel will make a short-list of applicants to interview based on the documentation you provide.

NZQA operates a review process for current staff, therefore all appointments are initially made on a provisional basis. This will be discussed further with those candidates who are interviewed.

Full details of NZQA's Appointment Procedure can be found on our website <http://www.nzqa.govt.nz/about/jobs/recruitprocess-explan.html>

Confidentiality

All information you provide in support of your application will be treated as confidential.

Questions

If you have any questions relating to the Job Description or the appointment process, please contact Joe Carlin on 04 463 3044.

Application for Employment

Position Applied for:

Senior Maintenance / Administration
Coordinator

Vacancy Number:

09 68 ADMIN

Surname / Family Name:

First Name(s):

Preferred Name:

Closing Deadline:

5.00 pm on 10 November 2009

Address:

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode: <input type="text"/>

Telephone and E-mail Contacts:

Daytime:	()	E-mail:	<input type="text"/>
Home:	()	Other E-mail:	<input type="text"/>
Mobile:	()	Fax:	()

Are you currently employed by NZQA?	Yes / No
Have you previously been employed by NZQA?	Yes / No

Eligibility to Work in New Zealand

The Immigration Act 1987 makes it an offence to employ a non New Zealand citizen who does not have the legal right to live and work in New Zealand. The following question ensures that NZQA complied with this Act.

Are you legally entitled to work in New Zealand as:-

- A New Zealand or Australian citizen
- A Permanent Resident *
- The holder of a work visa *

* We will require sight of your residency or work visa in order to process your application further.

Health Status

Have you ever had an injury or medical condition caused by gradual process, disease, or infection, for example: hearing loss or repetitive strain injuries (OSS), which the tasks of this job may aggravate or contribute to?	Yes / No
If YES, please specify:	
Do you have any other condition that may affect your ability to effectively perform the tasks and responsibilities of the position applied for?	Yes / No
If YES, please specify:	

Please note that the declaration of a medical condition does not exclude employment opportunities within NZQA.

Conflict of Interest

To assure that NZQA can operate in an impartial manner, it is necessary to ensure that individuals declare that they have no conflicts of interest and that they will not misuse any knowledge or information they obtain while engaged by NZQA to give either themselves or their employers, agents or associates a financial advantage outside of the particular contract they have with NZQA.

Situations that are likely to lead to a conflict of interest are:-

- Employment, including secondary employment, with another organisation(s)
- Involvement in a business, including investment and property ownership
- Other financial interest including beneficial interests in trusts
- Professional or legal obligations owed to by someone else
- Holding office in, or being a member of another organisation
- Affiliations with lobby groups
- Family or close personal relationships
- Political beliefs that compromise an employee's ability to undertake a particular task or duty

Do you believe you have a potential conflict of interest?	Yes / No
If YES, please specify:	

Criminal Convictions

NZQA appointments are made subject to a satisfactory criminal history check. If you are the successful applicant, you will be required to complete a Ministry of Justice Security Check form.

NZQA requires all applicants to disclose all convictions unless they are covered by the Criminal Records (Clean Slate) Act 2004. You must declare **ALL** of your convictions (including traffic convictions) if you have:-

- Been convicted of an offence within the last seven years; **or**
- Been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal); **or**
- Been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; **or**
- Been convicted of a “specified offence” (e.g. sexual offending against children and young persons or the mentally impaired); **or**
- Not paid in full any fine, reparation or costs ordered by the Court in a criminal case; **or**
- Been indefinitely disqualified from driving under Section 65 Land Transport Act 1998 or earlier equivalent provision.

Do you have any criminal convictions?		Yes / No
If YES, please specify:		
Date Committed	Offence	Penalty / Sentence Imposed

Do you have any criminal convictions pending and / or are awaiting the hearing of charges in court?		Yes / No
If YES, please specify:		
Date Committed	Offence	

The declaration of an offence does not necessarily mean that employment will not be granted. However, the non-declaration of any offence that you are required to disclose will be seen as a misrepresentation of a criminal record and treated accordingly.

Declaration

I declare that the information I have provide to NZQA, including my curriculum vitae and supporting documents, in support of my application for employment is true, correct and complete. I understand that this information is material to NZQA and if I have given untrue, incorrect or incomplete information, I may be disqualified from further consideration or, if appointed, I may be dismissed. I also understand that if I am appointed to a position in NZQA, such appointment will be conditional upon a criminal history check and verification of qualification and current residency / work permits, each of which must be satisfactory to NZQA.

By typing your name in the 'Signed' box, you are electronically signing this form.

Signed

Date

Privacy and Confidentiality

This information is collected for the purpose of assessing your suitability for employment at NZQA. It remain confidential to staff who are directly involved in the recruitment and selection of new employees.

Equal Employment Opportunities

Vacancy Number:

09 68 ADMIN

NZQA has an Equal Opportunities (EEO) policy to develop equal employment practices that benefit everyone in the workplace.

The following information is requested to assist in monitoring this policy and is for statistical purposes only, it is NOT used to determine an applicant's suitability for employment, and your personal identity will not be identified.

Are you: Male Female

Do you consider yourself to be:

<input type="checkbox"/>	New Zealand Māori	
<input type="checkbox"/>	New Zealand European	
<input type="checkbox"/>	Non-NZ European (please specify)	_____
<input type="checkbox"/>	Pacific Island (please specify)	_____
<input type="checkbox"/>	Asian (please specify)	_____
<input type="checkbox"/>	Other ethnic group (please specify)	_____

Do you live with the effects of an injury, a long standing illness or disability?	Yes / No
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How did you come aware of the vacancy you are applying for?

<input type="checkbox"/>	NZQA Website	<input type="checkbox"/>	Dominion Post
<input type="checkbox"/>	www.jobs.govt.nz	<input type="checkbox"/>	Recruitment Agency
<input type="checkbox"/>	www.myjobspace.co.nz	<input type="checkbox"/>	Word of Mouth
<input type="checkbox"/>	www.seek.co.nz	<input type="checkbox"/>	Other

If you have selected other, please give details: _____

I do not want to provide this information