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| Please complete your name below and each of Sections A to D of this form.  Refer to the ‘*Guide for Applicants’* for further information on this form and the recruitment process. | | | |
| **Applicant name** |  | |
| **Position/s applied for** |  | |
| **Department** | New Zealand Defence Force | |
| **Preferred contact email address** |  | |
| **Preferred contact phone number** |  | |
| **Legal right to work in New Zealand** |  | |
| **Are you currently located in New Zealand?** |  | |
| **How did you find out about this position?** | Letter of invitation from the Public Service Commission | |
| Public Service Commission’s website | |
|  | Other (please specify): |  |

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| **Section A – Referee details** |
| We are looking to create a 360-degree picture of your personal attributes, behaviours, and skills in relation to those detailed in the position description. To this end, please provide us with the details of referees at various levels who can make informed comment on your skills based on observations. These will be current and previous managers, peers, junior staff members, direct reports, or others.  Please ensure you provide each referee’s name, title, relationship to you, and preferred contact phone number and email address. If they are based outside of New Zealand, please also provide an email address for that referee.  We will contact you before approaching named referees.  **As part of the recruitment process your referee or any related persons not named by you may be contacted at any stage.** |
| **Referee details** |
| |  |  | | --- | --- | |  |  | |
| **Section B – Authorisation in terms of the Privacy Act 2020** | |
| **Authority to approach other referees** | |
| I authorise the Public Service Commissioner, or their nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment.  Signature: …………………………………………………...  Name printed: …………………………………………………...  Date: …………………………………………………... | |
| **Authority to undertake serious misconduct check** | |
| I authorise the Public Service Commissioner, or their nominated representative, to search my personal employment and professional conduct files, and any complaints databases, held by current and previous employers, in the event that I am being considered for appointment.  Signature: …………………………………………………..  Name printed: …………………………………………………..  Date: …………………………………………………..   |  |  |  |  | | --- | --- | --- | --- | | **Authority to verify qualifications and undertake credit checking** | | | | | I authorise the Public Service Commissioner, or their nominated representative, to verify the qualifications listed in my curriculum vitae. I also authorise the Deputy Public Service Commissioner, or their nominated representative or agent, to undertake a credit check.    Signature: …………………………………………………...  Name printed: …………………………………………………...  Date: …………………………………………………... | | | | | **Authority for security checking and vetting of personal suitability** | | | | | I give my authority to be security checked and vetted by the New Zealand Police, the Serious Fraud Office and the New Zealand Security Intelligence Service as part of the appointment process.  Signature: …………………………………………………...  Name printed: …………………………………………………...  Date: …………………………………………………... | | | | | 1. The appointee must be a New Zealand Citizen. Are you a New Zealand citizen?   Citizenship(s) held – please list all: | | Yes / No | | | 1. The appointee will be subject to a New Zealand Government Top Secret Special security clearance. Please detail any areas of concern that may prevent you from gaining a Top Secret Special security clearance. | | | | | 1. If you hold a current New Zealand security clearance, please list it here, and include the expiry date (if known): | | | | | **Section C– Criminal conviction declaration** | | | | | **Have you ever been convicted of any offence against the law, in New Zealand or any other country?**  *(Please note: This question is subject to the provisions of the Criminal Records (Clean Slate) Act 2004. This Act gives eligible individuals the right in some circumstances to withhold information about their convictions. See the ‘Key Legislation’ section of the ‘Guide for Applicants’ for further information about this point.)* | Yes | | No | | **Do you have any criminal charges pending, in New Zealand or any other country?** | Yes | | No | | If the answer to either question is YES please provide full details, including the date and nature of the charges (and the expected hearing date if applicable): | | | | | (Please note: A false declaration about prior convictions and/or pending prosecutions will invalidate your application.)  Signature: ……………………………………………….………………… Date: ……………………………… | | | |      |  |  | | --- | --- | | **Section D – Conflict of Interest Disclosure** | | | *See the ‘Guide for Applicants’ for further information about this section.*  **Are you aware of any perceived, potential or actual conflict of interest you may have in applying for this position?**  If you have answered yes, please provide details below:  **I agree to contact the Public Service Commission immediately to disclose any perceived, potential or actual conflict of interest during the recruitment process.**  (Please note that this will not invalidate your application but will be taken into consideration.) | Yes No | | Signature: ……………………………………………….………………… Date: ……………………………… | | | |