

# APPLICATION FOR EMPLOYMENT

UNIVERSITY  
of  
OTAGO



Te Whare Wānanga o Otago

**PLEASE RETURN TO:**

University College  
315 Leith Street Dunedin  
Attention Bob Cochrane  
**EMAIL:**

**OR DELIVER TO:**

**FAX:** +64 3 479 5581

Please answer every section of this five page form. Only a fully completed application form combined with a COPY of your Curriculum Vitae and a covering letter will be considered for employment, as the information provided is essential to our decision. If your application is successful, the information you have provided will form part of the University's Human Resources records. If unsuccessful, it will be retained for up to 12 months and then destroyed (except for Director, Chair and Dean positions for which short-listed applicant details are retained for historical reasons).

**Vacancy Number:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Family Name:** \_\_\_\_\_

**First or Given Names:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_

**Title:** Miss / Ms / Mrs / Mr / Dr / Professor      Other (please specify): \_\_\_\_\_

## PERSONAL DETAILS

**Full Postal Address:** \_\_\_\_\_

City

Postcode

Country

**Email:**

(Address we may  
contact you on)

**Daytime Phone No.:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Home Phone No.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Can we leave a message? Yes/No      With Whom? \_\_\_\_\_

If your application is successful when can you start/current notice period? \_\_\_\_\_

How did you find out about this position? (Name of Publication) \_\_\_\_\_

## LEGAL ENTITLEMENT TO WORK IN NEW ZEALAND

Are you a New Zealand Citizen/Permanent Resident or Australian Citizen? Yes/No

If not, do you have a current Work Permit? Yes/No      Expiry Date: \_\_\_\_\_

**Note: If successful in your application you are required to have the appropriate work permit prior to commencement of work.**

## ACADEMIC APPLICATIONS

Highest Academic Qualification: \_\_\_\_\_

Have you any previous University lecturing/teaching experience (excluding Tutoring and Demonstrating): Yes / No

### ALL APPLICANTS TO COMPLETE

Are you currently or have you previously been employed by the University of Otago? Yes/No/Current

If yes, what family name were you employed under? \_\_\_\_\_

Please provide details of latest period of employment: Dates: (from – to) \_\_\_\_\_

Position: \_\_\_\_\_

Reason for Leaving: (if previously employed by the University and not a current staff member) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: The University reserves the right to use any relevant employment related information that it might hold about you as an employee when assessing your suitability for the position you are applying for.**

## HEALTH AND SAFETY

The following information is required to assist the University of Otago to meet its obligations under the Health and Safety in Employment Act 1992 and subsequent amendments and the Injury Prevention Rehabilitation and Compensation Act 2001, and to assess your ability to perform the duties of the position safely.

It is important that you let us know of any health issues or disability that you have that is relevant to the role you are applying for. If you require special services or facilities, and it is reasonable for the University to supply these, then we will work to accommodate you. **Letting us know that you have a medical condition or disability will not exclude you from being considered for the position.**

Do you suffer from or have you suffered from any injury or medical condition caused by gradual process, disease or infection (e.g. gradual process injury, back injury or strain, hearing loss, sensitivity to chemicals), which the tasks of this job as listed in the job description may aggravate or contribute to? Yes/No

If "Yes" please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you any other injury or medical condition which may affect your ability to effectively and safely carry out the functions and responsibilities of this position? Yes/No

If yes, please provide details. Also detail any technical aids, equipment or adaptations to the workplace that would increase your ability to perform the requirements of the role.

\_\_\_\_\_

\_\_\_\_\_

**Note: In some situations, further specific medical information relating to the requirements of the position may be needed. In such cases the applicant may be required to undertake a pre-employment medical examination, (arranged and paid for by the University of Otago).**

## REFEREES

Please provide the names and contact details of three referees whose consent has been obtained and who may be contacted for a confidential reference. (Where possible at least two of these referees should be previous employers and have supervised or been senior to you in your current or most recent employment). STAR (\*) those references that you do not wish us to contact at this time.

**Name:** \_\_\_\_\_

**Relationship:**  
(e.g. Manager) \_\_\_\_\_

**Position &  
Organisation:** \_\_\_\_\_

**Address:**  
City \_\_\_\_\_  
Postcode \_\_\_\_\_  
Country \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**Name:** \_\_\_\_\_

**Relationship:**  
(e.g. Manager) \_\_\_\_\_

**Position &  
Organisation:** \_\_\_\_\_

**Address:**  
City \_\_\_\_\_  
Postcode \_\_\_\_\_  
Country \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**Name:** \_\_\_\_\_

**Relationship:**  
(e.g. Manager) \_\_\_\_\_

**Position &  
Organisation:** \_\_\_\_\_

**Address:**  
City \_\_\_\_\_  
Postcode \_\_\_\_\_  
Country \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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## CREDENTIAL CHECKING

For the purposes of reference checking I give my consent for the University of Otago to communicate and obtain information about me from the Academic Institutions included in my Curriculum Vitae in order to confirm my qualifications.

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

## CRIMINAL OFFENCES

As an educational institution those working within the University are placed in positions of trust. The University therefore requests that you answer the following questions.

Have you been convicted or discharged without conviction as a result of criminal charges in New Zealand (excluding those convictions protected from disclosure by the Criminal Records [Clean Slate] Act 2004] or any other country? Yes/No

Are there any charges pending against you? Yes/No

If you answered "Yes" to either or both of the above questions, please provide details:

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**Note: For certain positions other checks will be made before the preferred candidate will be offered the position. This will be done with the consent and full knowledge of the candidate.**

## DECLARATION

- I declare that the above information and any attachments that I have provided to the University of Otago in applying for this position are complete, accurate and correct, and I have not omitted any information that would affect the decision to employ me.
- I understand that if I am successful in my application and it is subsequently discovered that information I have provided is not complete, accurate and correct or I have failed to disclose information, my employment may be terminated.

### EVALUATIVE MATERIAL:

- I acknowledge that written comments and assessment on my suitability is evaluative material and will not be released to me. Only those immediately involved in the recruitment process will have access to this information.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

### CHECKLIST:

- |                                     |  |
|-------------------------------------|--|
| Application form completed          | <input type="checkbox"/> (including referee information) |
| Covering letter                     | <input type="checkbox"/>                                 |
| One copy of full Curriculum Vitae   | <input type="checkbox"/>                                 |
| EEO Information Statement completed | <input type="checkbox"/>                                 |

**Please do not send folders or original documents. Documents will not be returned.**

**Please also complete the Application Acknowledgement section on the next page.**

## APPLICATION ACKNOWLEDGEMENT

It is the University of Otago's policy to acknowledge all applications in writing. An acknowledgement of your application will either be posted or e-mailed to you according to your instructions. Please select either Option 1 or Option 2 as follows:

### Option 1

Please complete the Applicant Return Form at the bottom of this page if you require an acknowledgement of your application to be posted to you. We will return this portion to you.

### Option 2

If you prefer that your application is acknowledged by e-mail (at the address supplied on the first page of this application form), please indicate this by ticking the box below.

Please acknowledge my application by e-mail

## NOTES TO APPLICANTS

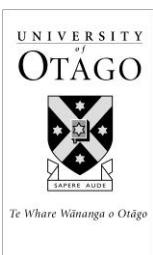
When applications close, a shortlist of candidates to interview will be chosen and interviews will be arranged. In some cases other kinds of assessments will also be used.

If invited to attend an interview, you may bring whanau or support people to the interview. If you wish to do so please indicate this in your covering letter. Any associated costs will be borne by yourself.

Applicants who are not selected for interview will be informed in writing as soon as practicable.

Should the University wish to offer you the position, a formal, written letter of offer will follow any verbal discussions. Any agreements will only be binding on the employer where they have been formally offered by the Human Resources Division and accepted by the employee.

## APPLICANT RETURN FORM



Human Resources  
University of Otago  
PO Box 56  
Dunedin  
New Zealand

**TO BE FILLED IN BY APPLICANT**  
(PLEASE PRINT OR TYPE)

**Vacancy  
Number:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Department/  
Division:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

City

Postcode

Country

\_\_\_\_\_  
\_\_\_\_\_

Dear Applicant

Your application to the University of Otago for the above vacancy has been received.

A further letter regarding the outcome of your application will be sent in due course.

Signature