



UNIVERSITY OF OTAGO APPLICATION FOR SUB WARDEN (SW)

Applications should be submitted and received by **12 noon, Wednesday 21 July**.

Please scan and e-mail your completed application and supporting documentation to subwarden-applications@otago.ac.nz. From here it will be distributed to your nominated colleges for consideration.

Uniprint have the capability to scan your documents for you so that you can send it through as a computer file to the above email address.

Late applications may be considered, please contact individual colleges to discuss

Please answer every section of this four-page form. Ensure you sign your application. Only a fully completed application form with a COPY of your **curriculum vitae** and a **generic covering letter** will be considered for employment. All information 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.

PERSONAL DETAILS

Family Name: _____

First Names: _____

Preferred _____

Title: _____

Address: _____

Mobile Phone: _____

Email Address: _____

How did you hear about the Sub Warden position? (Please circle)

Your SW A friend College leadership Magazine Ad Facebook Ad Screen Ad

Other: _____

PRE-SCREENING QUESTIONS

Please answer **ALL** of the following questions:

- 1. Do you intend to undertake full-time study at the University of Otago in 2022? **Yes/No**
- 2. Are you currently, or have you previously been employed by the University of Otago? **Yes/No**
- 3. Please state your specific course of study in 2022 including Summer School, individual papers you intend to take and any relevant workload commitments. Please be specific.

- 4. Do you have any conditions which may affect your ability to perform, or may be aggravated by the duties of this position? **Yes/No**
- 5. Are there any possible criminal charges pending against you, or do you have any convictions against you, including being discharged without conviction? **Yes/No**
- 6. Do you hold a current NZ driver's license? **Yes/No**
-If yes, can you drive: Manual / Automatic /Both (please circle)
Please note, this is not a requirement in all colleges at Otago.
- 7. Do you hold a current first aid certificate? **Yes/No**
Please note, full training will be provided to successful candidates as required.
- 8. Have you lived in a residential College before? **No/Yes: _____**
If yes, would you agree to nominate a College staff member as a referee? **Yes/No**

If yes, provide a name, email address and contact phone number

Name: _____

Email address: _____

Contact Phone Number: _____

- 9. Do you have current or recent experience in a pastoral care or support role? Please be specific.

REFEREES

Please provide the names and contact details of two referees whose consent has been obtained and who may be contacted for a confidential reference. Where possible at least one of these referees should be a previous employer and in a supervisory position over your employment. Please 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: _____

Email Address: _____

Name: _____

Relationship:
(e.g. Manager) _____

Position & Organisation: _____

Address: _____
City _____
Postcode _____
Country _____

Telephone Number: _____

Email Address: _____

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

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DECLARATION

I _____ (full name) declare that the statements made in this application and the attached CV are true and complete, and that I am not aware of any conditions or situations which affect my ability to carry out the functions and responsibilities of the position applied for. I understand also that if any false or deliberately misleading information has been given, or I have omitted any important information, I may be disqualified for assignments, or if assigned this may lead to the termination of my employment. I also understand that should I be successful with my application the information gained during the course of my employment is treated confidentially and will not be communicated to other individuals or organisations.

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 _____

NOTES TO APPLICANTS:

- If invited to attend an interview, you may bring whānau or support people to the interview. If you wish to do so, please indicate this in your covering letter. Any associated costs will be your responsibility.
- Applicants who are not selected for interview will be informed 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.

CHECKLIST:

- Application form completed (including referee information)
- One copy of full Curriculum Vitae
- One copy of generic Cover Letter

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

Please list up to three colleges below which you wish to receive your application documents.

College: _____ College: _____ College: _____

If I am unsuccessful in applying for the SW position in the above college(s), I am happy for my application to be considered by other colleges. **Yes/No**