

Applicant name:
Date filled in:



HAURAKI MAORI TRUST BOARD

APPLICATION FOR APPOINTMENT – NOTES TO APPLICANTS

The Hauraki Maori Trust Board was legislated in 1988 under the Maori Trust Boards Act 1955. The kaupapa of the Hauraki Maori Trust Board is “***Building the Hauraki Nation, Together***”. The Board’s responsibility is to provide opportunities to strengthen, enhance, protect and promote the cultural, social, economic and political integrity of its’ tribes people. The activities of the Board are comprehensive and multi-faceted involving Whanau Development, Employment, Fisheries, Health, Kaumatua Housing and economic and commercial development.

The Board has a formal appointment procedure which will be followed when filling vacancies including the position that you are interested in. The more important points include the following:-

- Please ensure that you have a copy of the job description which includes the person specifications sought for the position
- Complete the application form and return it along with a copy of your curriculum vitae and supporting documents to the Hauraki Maori Trust Board

Applications must be received in the office of the Board by

Applications received will be shortlisted against the criteria listed in the person specifications section of the Job Description using a weighted index to measure information from documentation submitted by the applicant. **It is very important** to provide proof of work experience and qualifications, and the organisations worked for or schools attended.

Applicants not shortlisted will be advised in writing.

Those applicants shortlisted will be contacted and will be asked to attend an interview with the appointment panel. Applicants will be encouraged to bring support people to their interview and those support people will be given the opportunity to speak at the end of the interview process.

All those shortlisted will be advised by telephone of the outcome of their application.

The preferred applicant will be called in to negotiate a personal employment contract including a start date and if mutual agreement is reached, will then be offered the position.

If you have any queries regarding the position or what you need to do, please contact the office.

Applicant name:
Date filled in:

APPLICATION FOR APPOINTMENT

Position Applied For:

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Personal Details:

Full Name:

Preferred Name:

Home Address:

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.....

Postal Address:

Telephone:

Personal Attributes:

If you wish to add any further information that is not included in your attached CV that will support this application, please detail below.

What personal qualities would you bring to the Hauraki Maori Trust Board?

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What prior knowledge and experience would you like to mention to demonstrate your suitability for the position?

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Applicant name:
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Health:

Do you currently have, or have you ever had a medical condition caused by gradual process, or an injury, illness or disability that could reasonably be expected to affect your ability to carry out the work of the position applied for; or could reasonably be expected to be aggravated or contributed to by the work of the position applied for?

YES NO

If yes, please state

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.....

General:

Do you have a current drivers licence?

YES NO

If yes, Full Learners Restricted

Criminal Convictions:

At the time of shortlisting you will be required to complete a NZ Police Request and Consent form in order for the Hauraki Maori Trust Board to source information regarding any criminal convictions, charges or investigations that you have had.

Are you currently awaiting the hearing of any criminal charges?

YES NO

If yes please provide details:.....

For Your Information:

If your application is successful, you will be required to provide the following:-

- Your Birth Certificate
- Your IRD Number
- Your Bank Account Number (Salary/Wages are paid by direct credit)
- Your Drivers Licence

Applicant name:
Date filled in:

Referee's:

1. **Name:**
Address:
.....
Telephone:

2. **Name:**
Address:
.....
Telephone:

The Privacy Act 1993:

The information which you supply on this application form is solely to assess your suitability for employment with the Hauraki Maori Trust Board. All information will be held confidentially by the Board. No information will be disclosed to third parties without your authorization, except as required by law.

Authority and Declaration:

I declare that I have completed all sections of this application truthfully. I agree that failure to do so will render this application invalid and should I be successful in this application, may be grounds for dismissal.

I hereby authorize the Board to collect such personal information about me from the named referee's as is necessary to assess my suitability for employment with the Board and I authorize the Board to disclose such personal information as is necessary for the same purpose. I also authorize the named referee's holding such information about me to disclose that information to the Board for the same reason.

Signature:

Date:

(Please Note: That the Office of the Board is smoke-free)