



## APPLICATION FOR EMPLOYMENT FORM

To enable us to fully consider your application for our vacancy, this Application Form needs to be completed in full and forwarded to the email address stated in the vacancy advertisement. Incomplete Application Forms may not be considered. Applicants also need to submit a curriculum vitae and covering letter in support of their application.

**Please note: Your application documentation will not be returned.**

### **Confidentiality and Privacy**

*This information is collected for the purpose of assessing your suitability for employment at Te Runanganui o Ngati Porou (TRONPnui). Failure to complete this form in its entirety may affect TRONPnui's ability to properly assess your application. This information will be held on your personal file if you are employed by TRONPnui. You have certain rights to request access to personal information held by TRONPnui, and to correct that information. Any requests for access and correction should be made to the Human Resources Manager.*

**PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS OF THE FORM**

<b>POSITION APPLIED FOR:</b>	Kaiawhina
<b>HOW DID YOU LEARN OF THIS POSITION?</b>	The Gisborne Herald

PERSONAL DETAILS:			
<b>Title</b>	Mr	<b>Surname</b>	van der Zanden
<b>First Names</b>	Gene	<b>Preferred First Name</b>	
<b>Address</b>	12 Uawa Parade Tolaga Bay Gisborne	<b>Postal address if different</b>	
<b>Phone Home</b>		<b>Phone Work</b>	
<b>Mobile Phone</b>	0226479444	<b>Email</b>	genevanderzanden@gmail.com
<b>Other name(s) by which you have been/are known</b>			
<b>Hapu Affiliations</b>			
<b>Marae Affiliations</b>			
<b>Iwi Affiliations</b>			

EDUCATION / PROFESSIONAL / TRADE QUALIFICATIONS AND / OR ASSOCIATIONS		
<small>(Please list in order of relevance to role. Further information may be supplied in your CV such as official results)</small>		
Qualification / Membership	Date Obtained /Current	Institution / Association
MaAppPsy Community	Mar-Nov 2014, Jan 2016-Present/Jul 2017	University of Waikato
Fire Fighter - Tolaga Bay Volunteer Fire Brigade	Jul 2016	New Zealand Fire Service-Tolaga Bay Volunteer Fire Brigade
New Zealand Fire Service	Nov 2009	University of Otago

PRESENT EMPLOYMENT (if applicable)	
<b>Employer</b>	Tolaga Bay Volunteer Fire Brigade – New Zealand Fire Service
<b>Position Held</b>	Volunteer Firefighter
<b>Starting Date</b>	July 2016
<b>Main Responsibilities</b>	<p>Activities have included successfully completing recruit first aid &amp; firefighting course and attending ongoing brigade trainings &amp; meetings .</p> <p>Attending call outs: Assist in medical call outs, residential, beach and forest fires administer water, support fellow brigade members, drive patients in ambulance, patient transfer with Gisborne ambulance.</p> <p>Fire Brigade Volunteer work: Kaiawa beaches races, hikoi hei hapa, rugby games,</p>



money handling, interact with community members etc.

**PAST EMPLOYMENT** (Please list your last two roles. Non-paid experience may also be listed. Further information may be supplied in your CV)

Job Title	Traffic Controller
Employer	AWF Wellington
Type of Business	Labour hire
Address	
Starting Date	2015
Leaving Date	2016
Reason for Leaving	Live in Tolaga Bay and finish master thesis

Job Title	Delivery Driver
Employer	Dusted and Delicious
Type of Business	
Address	
Starting Date	2013
Leaving Date	2013
Reason for Leaving	Pursue my own business and art interests

Have you ever been employed by Te Runanganui o Ngati Porou? **No**

Do you have a spouse, partner, relative or household member currently working for Te Runanganui o Ngati Porou **No**

If yes, in which department/subsidiary/group?  
Please give name of person and state relationship

**REFEREES:** Please list three referees whom we can contact concerning your previous employment. These should preferably be current or previous managers or supervisors.

Name	Occupation	Organisation	Phone	Email
Ray Dever	Chief Fire Officer	NZFS	0272768000	raymond.dever@fire.org
Roger Calkin	Labour hire manager	AWF	044742362	Roger.Calkin@awf.co.nz
Dolly Mitchell	Foodmarket owner	Uawa FoodMarket	068626666	brainydolly@slingshot.co.nz

**RESIDENT STATUS:** Are you legally entitled to work permanently in New Zealand? **Yes**  
If not permanently entitled, what is the term of your work permit?  
*Evidence will be required if you are interviewed*

**PREVIOUS CONVICTIONS:**

Do you have any criminal convictions, and/or are you under investigation for any criminal matter?" **No**

If YES, please provide full details

**CRIMINAL HISTORY, POLICE VETTING:**

Some roles require completion of a Criminal History and/or Police Vetting check due to responsibilities associated with the role. A separate form will need to be completed in **Yes**



such an instance. If required, do you agree to these checks?		
<b>HEALTH AND SAFETY REQUIREMENTS:</b> The purpose of gathering the following information is to enable Te Runanganui o Ngati Porou to determine whether you have any medical condition, injury or impairment which may affect your ability to perform the required work. It will also identify areas where there could be a health and safety risk to yourself or others relating to such condition, previous injury or impairment.		
Have you ever had significant time off work as a result of an illness, injury or infection that may affect your ability to perform the job applied for?		No
If YES, please specify (including estimate of time off, year of occurrence and reason)		
Have you ever consulted a health professional for a gradual process illness, injury or infection?		No
If YES, please specify		
Do you have (or have you had) a medical or surgical condition, disorder, or injury (including chemical sensitivities, skin problems, allergies, hearing or eyesight difficulties) that could affect your ability to undertake, or be aggravated by, the role that you have applied for, or your employment in general, or might affect you from attending work regularly.		No
If YES, please specify		

<b>DRIVERS LICENCE:</b> Where your position may require you to drive a motor vehicle, TRONPnui require the following information			
Current Drivers Licence?	Yes	Licence Number	DC207711
Class of Licence	Cars (class 1)	Do you have any demerit points or endorsements?	Yes / No
If YES, please detail	I may have demerit points for driving without a safety belt. At this stage I do not have a copy of my driving record. But I have never lost/had my drivers licence suspended.		

<b>ADDITIONAL INFORMATION</b>	
Are you earning, or do you anticipate that you will earn income from secondary employment	No
If YES, what is the nature of this employment?	
Do you have or are you aware of any likely commitments, which may prevent you from attending your place of employment during normal, work hours or affect your availability for overtime?	Yes
If YES, give brief details?	My work as a volunteer firefighter is something I wish to maintain. This could affect availability for overtime (trainings, meetings, community involvement etc).
If your application is successful, when could you commence employment?	Immediately

Do you have any additional information that you may consider may assist your application? For example achievements, interests, aspirations etc. If so, please list below or attach any additional information to this application form.
Aspire to continue in direction I am heading, living in Tolaga Bay working with individuala and communitis across East Cape to achieve optimal results, health and well being. Apiration to become registered NZ psychologist.

**DECLARATION:**

I, Gene van der Zanden .....(full name) confirm that the information given on this form and in the process of my application is, to the best of my knowledge, true and complete. I understand that if I give any false or misleading information or suppress any material fact, I may not be accepted, or if I am employed, I may be dismissed.

I acknowledge that Te Runanganui o Ngati Porou may contact the referees I have provided for further information. I understand and accept that any references that are obtained by Te Runanganui o Ngati Porou will be confidential and will be used by Te Runanganui o Ngati Porou solely to evaluate my suitability for employment.

Prior to an offer of employment I may be asked to complete a Police Vetting form, which will be used to complete police vetting. Any offer of employment is subject to a satisfactory police record check. If this check is unsatisfactory then employment may be terminated.

*NB: By returning this application electronically it is acknowledged that I fully agree with the above declaration. (Applicants invited to the interview will be required to sign the above declaration).*

**Signature****Gene van der Zanden****Date 10<sup>th</sup> February 2017****NOTES FOR APPLICANTS:**

- Please complete all sections in the Application for Employment form yourself
- Please attach a Curriculum Vitae (CV) and a supporting letter of application. Ensure your CV provides evidence of the capabilities relevant to the position and as detailed in the job description. Your capabilities may also refer to the skills and knowledge you may have gained through community, family or unpaid work.
- Your CV should be in A4 format, stapled and not bound. Do not send originals as your CV will not be returned.
- A separate Application for Employment form and CV must be completed for each vacancy you apply for.
- Your application for Employment form and any other information you provide in support of your application will be treated as confidential.
- All applicants selected to attend an interview are advised that they may bring along whanau support.
- Te Runanganui o Ngati Porou has a policy of equal employment opportunities.
- You will be advised in writing of the outcome of your application.