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### **MAORI WOMEN’S WELFARE LEAGUE INC**

**APPLICATION FORM**

**Position Applied For:**

☐ Contracts Manager

☐ Project Lead

☐ Events Manager

☐ Office Administrator

**Title**

☐ Ms.   ☐ Mrs.   ☐ Dr.   ☐ Prof.

Other:

**First Name**

**Surname**

**Contact Information**

Address:

Address 2:

City/Town:

Post Code:

Email Address:

Mobile Number:

**Employment History (last 5 years)**

**Please list your current and most recent Employer**

Employer

Position Held

Dates employed – From…………………To…………….

Key responsibilities

Employer

Position Held

Dates employed – From…………………To…………….

Key responsibilities

**Skills and Experience.**

Briefly outline how your skills and experience match the role you are applying for:

**If you have not included referee details in your CV, please detail them below. Referees will not be contacted without seeking your consent first.**

**Referee Details**

Name:

Company:

City/Town:

Country:

Email Address:

Phone Number:

Relationship:

**Referee Details**

Name:

Company:

City/Town:

Country:

Email Address:

Phone Number:

Relationship:

**Additional Information**

Do you have any medical or health conditions that may affect your ability to perform the duties of the role?

[ ]  Yes

[ ]  No

If yes please provide details.

Have you ever been convicted of any offence against the law, in New Zealand or any other country?

[ ]  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.)

Our organisation is a smoke-free workplace. Staff are required to comply with our Smoke-Free Policy during work hours and on work premises

**Consent to conduct pre- screening interviews.**

I <Name Surname> certify that the information provided in this form and any subsequent information provided to support the detail on this form is complete and accurate in all respects. I give permission to Atahaia Consultancy Limited to perform pre- screening interviews to verify the information I have provided for the role I have applied for.

I consent to the use, disclosure and handling of both my personal information for the purpose of this recruitment process and in accordance with the Privacy Act 2020.

Full Name:

Date:

**Attach your completed application form with your cover letter and CV and forward to Lyn Harrison at** **atahaia@actrix.co.nz**