

Job Vacancy Application PLEASE PRINT OR TYPE

The purpose of this application form is to collect information to assist the University make a decision as to your suitability for the position applied for. The information will be held in the Human Resources Section and will be accessible only to Human Resources staff and members of the shortlisting and selection panels. If this application is unsuccessful, it will be held for a period of six months pending any reviews concerning an appointment decision and then destroyed.

Position applied for

Vacancy Number

Personal Information

Title Mr Miss Ms Mrs Dr Other

Family Name

Given Name(s)

Email Address

Postal Address

Please provide your postal address if you require information to be posted to you.

City

Postcode

Country

Phone Numbers include country & local area code

Home

Work

Mobile

Fax

Referees

Please give details of three referees whose consent has been obtained and who may be contacted for a confidential reference. (Where possible at least two referees should be able to give work-related information and one of those should have supervised or have been senior to you in your current or most recent employment.)

Name

Address

Phone Numbers

Home

Work

Email Address

Fax

Name

Address

Phone Numbers

Home

Work

Email Address

Fax

Name

Address

Phone Numbers

Home

Work

Email Address

Fax

Immigration Status

Are you an NZ Citizen or Permanent Resident? Yes No
 If NO, are you legally entitled to work in NZ? Yes No

Health & Safety

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

Do you suffer from or have you suffered from any injury or medical condition caused by gradual process, disease or infection (eg repetitive strain injury, occupational overuse syndrome, back injury or strain, hearing loss, sensitivity to chemicals) which this job may aggravate or contribute to? Yes No If you answered 'Yes' please provide details:

Do you have any health condition which could affect your ability to do this job? Yes No If you answered 'Yes' please provide details:

Note: In some situations, further specific medical information relating to the requirements of the job will be needed. Therefore, before being offered employment, you may be required to undertake a pre-employment medical examination and/or authorise the release of relevant ACC claims history relating to yourself. In this case, a satisfactory report will be a condition of employment.

Criminal Record

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.

The University may request disclosure of any record of criminal convictions (excluding those convictions protected from disclosure by the Criminal Records [Clean Slate] Act 2004) and/or your credit status. Such information may be sought where the information is necessary and relevant to the role (e.g. positions involving financial responsibilities).

Do you consent to such a check? Yes No

Have you ever been convicted of a crime in New Zealand (excluding those convictions protected from disclosure by the Criminal Records [Clean Slate] Act 2004) or in any other country? Yes No

Are there any charges against you yet to be heard? Yes No If you answered 'Yes' please provide details:

Curriculum Vitae

Lincoln University's appointment procedure requires you to complete this application form and supply a current Curriculum Vitae (CV). Applications must be on A4, single sided paper. If you wish your CV to be returned to you, please include a stamped self addressed envelope.

Please do not send folders or original documents.

Declaration

- I understand that all the information provided by me will be held on a confidential basis and that my permission will be sought before any identifying personal details are released to a third party.
- I consent to Lincoln University undertaking reference checks pursuant to my application for a specified employment position, and recognise that all enquiries will be conducted on a confidential basis, and that Lincoln University has the right to maintain confidentiality of this information.
- I understand that I may access personal information about me held by Lincoln University and request correction of that information. This access to information excludes reference checks undertaken by the University and all evaluative or opinion material compiled by Lincoln University employees for the purpose of assessing my suitability, eligibility and qualifications for employment.
- I declare that I have disclosed to Lincoln University all information reasonably having a bearing on whether or not Lincoln University might employ me. I understand that if I am employed and if I have withheld any such information, my employment might be terminated for that reason alone.
- I declare that all information provided by me to Lincoln University is true, accurate and complete and is not designed to mislead in any way.

Signature

Date

Information for Applicants

- The Conditions of Appointment supplied list the main objectives for the position, the desired qualifications, skills, qualities and experience, and the key tasks that will be required of the appointee.
- When applications close, a shortlist, usually of three or more candidates, is chosen for interview. This choice is based largely on the information which candidates present in their written application. Shortlisting is normally done as soon as possible after the closing date for applications. Applicants who are not shortlisted are usually informed of the outcome of their application as soon as practicable after the selection process is completed.
- Interviews and other selection processes are held during working hours, that is between 8.00am and 5.00pm, Monday to Friday.
- You may bring whanau or a support group to an interview. If you wish to do so, please indicate this in your cover letter.

Human Resources Section
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Canterbury, New Zealand
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www.lincoln.ac.nz



Lincoln University
Te Whare Wānaka o Aoraki

TO BE FILLED IN BY APPLICANT

PLEASE PRINT OR TYPE

Name

Address

Vacancy no.

Position

Dear Applicant

Your application for the above vacancy at this University has been received.

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

Human Resources Manager