



Otago uni **students'** association

Please download, complete and save a copy of this form and include a with your application

### APPLICATION FORM

This application form ensures that we receive a standard set of information from all applicants for positions with the Otago University Students' Association Incorporated. Pursuant to the Privacy Act 2020, the information supplied shall be used for the purpose of assessing the applicant's suitability for the position applied for.

*OUSA is an equal opportunity employer and recognises and has a commitment to the principles of The Treaty of Waitangi.*

Please complete this form. *If there is insufficient space to record your answers please attach additional pages.*

#### Position applied for

#### Your Personal Details

Name:

First Name(s)

Last Name

Address:

Telephone:

Cell:

Email:

#### Your Health and Safety

Have you had or do you have any medical problems or disabilities (e.g. gradual process, back injury or strain, loss of hearing) which may affect your ability to carry out your work duties?

Yes

No

If yes, please specify:



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**Your Legal Entitlement to Work**

Are you a NZ Citizen/Permanent Resident or Australian Citizen? Yes No

If not, do you have a current Work Permit? Yes Expiry Date:

No

**Criminal Convictions**

**As an organisation based at an educational institution Association employees are often placed in positions of trust. We therefore request you answer the following questions.**

Have you ever been convicted or discharged without conviction as a result of criminal charges in New Zealand (excluding those convictions protected from disclosure by the Criminal Records [Clean Slate] Act 2004) or any other country?

Yes No

Are there any charges pending against you?

Yes No

If you answered "Yes" to either or both of the above questions, please provide details.

**Authorisation**

If successful when can you start?

I authorise the Otago University Students' Association Incorporated to obtain relevant background information, including criminal record checks and reference checks, for the purposes of assessing my suitability for employment.

(Note: We will advise you before contacting referees).

Yes No

**Declaration**

I certify that the answers provided in this application are correct. I understand that incorrect, misleading or omitted information may disqualify me from appointment, or if appointed, shall make me liable for dismissal.

**Signature**

**Date**