

AVSEC 4.8



Application for Vacancy

Instructions

Please complete all sections of this form personally, answering all the questions. You should enclose with your application a curriculum vitae setting out the following information:

- Secondary education, tertiary (university and polytechnic courses) and supplementary education (apprenticeships, evening classes, etc).
- Qualifications – secondary, tertiary, trade and partial (provide dates, subjects and results).
- Current employment.
- Past employment (including period with each employer).
- Reasons for leaving previous employers.
- Outline of reasons why you should be considered for the position. This should include all work experiences, skills and/or qualifications relevant to the position (include unpaid work and community experience where applicable).

Note: Unless you provide all the information above your application will not be considered.

Vacancy Details

Position applied for: _____ Location: _____
I wish to apply for: A full time position A part time position Both

Name & Contact Details

Surname or Family Name: _____ Given name(s): _____
Please circle preferred title: **Mr** **Mrs** **Ms** **Miss** Prefer other title (please state): _____
Contact Address: _____

Business telephone number: _____ Home telephone number: _____
Drivers Licence number: _____ Classes of licence held (from diver's licence): _____

Citizenship

Are you a New Zealand Citizen? **YES / NO** (Please circle one)
If your answer to this question is **NO**, are you legally entitled to work in New Zealand? **YES / NO** (Please circle one answer)

Convictions

Have you ever been:
Convicted of any offence for which you received a sentence of 12 or more months' imprisonment? **YES / NO** (Please circle one)
Convicted of any other offence, including traffic offences, within the last ten years? **YES / NO** (Please circle one answer)
Are you currently facing criminal charges? **YES / NO** (Please circle one answer)

Details of conviction(s):

Health

Have you been admitted to hospital for treatment in the past two years? **YES / NO** (please circle one answer)

If yes, please provide details:

Have you visited your G P or a hospital outpatient's clinic in the past two years? **YES / NO** (please circle one answer)

If yes, please provide brief details of the reason for your visit(s):

Have you had an injury or medical condition caused by gradual process, disease or infection – for example, hearing loss, sensitivity to chemicals, repetitive strain injuries – which the tasks of this job may aggravate or contribute to? **YES / NO** (Please circle one answer)

Do you have any disabilities or medical conditions that may prevent you from performing the duties of the position to the required standards? **YES / NO** (Please circle one answer)

If you answered yes to either of the questions above, please provide details:

Calculate Your Body Mass Index

As part of our health and fitness standards AvSec pays particular attention to the weight of candidates, although there is flexibility in terms of height and weight requirements. People who are overweight or unfit may not be able to undertake some parts of the job to the required standard. For this reason we need you to calculate your body mass index (BMI) using the table below. BMI is an indicator of whether you are overweight (or underweight) for your size.

BMI = Body Weight (kg) divided by height (meters) squared. For example (84kg divided by 1.86m = 45 divided by 1.86m = a BMI of 24.28, which can be rounded off to 24). Using the table, the calculation would look like this

Example:

My weight in kilograms is:	84	This is total A
My height in meters is:	1.86	This is total B
Divide A by B	42.16	This is total C
Divide C by B	24.28	This is your BMI

As a general rule a person with a BMI greater than 27 is considered overweight and a person with a BMI less than 20 is underweight. The target range for AvSec is 22 to 30

Example:

My weight in kilograms is:		This is total A
My height in meters is:		This is total B
Divide A by B		This is total C
Divide C by B		This is your BMI

Previous Applications

Have you ever applied for a position with the Aviation Security Service in the past? **YES / NO**

If yes, in what year did you apply? _____

Current and Previous Employment

Please provide details of your last three jobs, including your current / most recent position.

	Name of employer	Position	Period Employed	Reason for leaving
1				
2				
3				
4				
5				

Please continue on a separate sheet.

Reference Checks

The Privacy Act 1993 requires the Aviation Security Service to obtain your approval to contact a referee for information, generally about character and previous work performance. Your approval to contact specific referees, if applicable, will be sought at the interview. Please list the names of three referees who may be contacted by the Service. These referees should preferably be your supervisors / managers in previous employment and your current supervisor / manager. No one will be contacted without your consent.

<i>Referee's name</i>	<i>Company</i>	<i>Position held</i>	<i>Contact number</i>
1.			
2.			
3.			

Declaration of applicant :

Please note that if appointed you are liable to be dismissed if it is found that you have given incorrect or misleading information, or omitted any important information that may have rendered you ineligible for appointment.

I certify that the information I have provided is true and accurate.

Signature: _____

Date: _____