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| APPLICATION FOR EMPLOYMENT FORM |

To enable us to fully consider your application for our vacancy, the application form needs to be completed in full and forwarded to the email address stated in the vacancy advertisement. Applicants also need to submit the following documents:

* CV
* Cover letter supporting your application
* Valid Identification (such as your passport or driver’s licence)
* A copy of your driver’s licence (as applicable)
* A copy of work visa (if applicable)

**Personal Information (The Privacy Act 2020) Statement**. The information supplied in this application form is being collected and stored by REA. The purpose for which the information is being collected is to determine your suitability for appointment to a position at REA and will be stored for any positions for which you have expressed an interest. The information supplied by you will be kept by REA for recruitment purposes only. In accordance with the Privacy Act all applicants have the right to access and correct personal information held by REA in respect of them.

**Please Print Clearly**

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| PERSONAL DETAILS |
| Last Name |  |
| First Name |  |
| Preferred Name (if different from above) |  |
| Postal Address |  |
| Suburb |  |
| Town/City |  |
| Post Code |  |
| Daytime Contact Number |  |
| Mobile Phone Number |  |
| Email Address |  |
| Please indicate the best time and way to contact you |  |

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| Education and professional. associations  |

Please list in order of relevance to the role. Further information may be supplied in your CV such as academic transcript and official results.

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| **Qualification / Membership** | **Date obtained / Current** | **Institution / Association** |
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| RIGHT TO WORK |
| Are you legally entitled to work in New Zealand? (i.e. as a citizen/permanent resident/holder of a current work permit) | Yes |[ ]  No |[ ]
| Do you have a current work permit? | Yes |[ ]  No\* |[ ]
| What is the expiry date? DD/MM/YY |  |
| Do you have a current practising certificate or professional accreditation | Yes [ ]  | No [ ]  | N/A [ ]  |
| If No, please provide additional details: |
| \*If No, you may not be eligible to work at Real Estate Authority. Information about immigrating to New Zealand can be obtained by visiting the New Zealand Immigration Service website: [http://www.immigration.govt.nz](http://www.immigration.govt.nz/) |

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| CURRENT EMPLOYER (IF APPLICABLE) |
| Employer: |  |
| Position held: |  |
| Starting date: |  |
| Main responsibilities: |  |

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| BACKGROUND CHECKS  |

In all dealings, employees of the Real Estate Authority must be fair, reasonable and beyond reproach. For this reason, it is vital that all those employed by the Real Estate Authority are honest and trustworthy. As part of the standard background checking process, we will require you to complete a criminal conviction check through the Ministry of Justice.

Criminal conviction checks will be required of the preferred candidate in the selection process, so these results may not be available until after commencement of employment. For that reason, any appointment to employment will be conditional on REA being satisfied with the results of that check. Once received, the results from the Ministry of Justice will be checked for accuracy.

If at any time prior to your provisional appointment you have not given the Real Estate Authority any information that is relevant to the background checks, and/or you have provided any misleading or false information, this will be grounds for dismissal without notice.

Under the provisions of the Criminal Records (Clean Slate) Act 2004, you do not have to disclose offences against the law if you meet the following criteria:

* *No convictions within the last 7 years;* ***and***
* You have never been sentenced to a custodial sentence; **and**
* *You have never been ordered by a court, following a criminal case, to be detained in a hospital due to a mental condition;* ***and***
* You have no convictions for ‘specified offences’ under the Act; **and**
* You have never been indefinitely disqualified from driving.

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| Do you currently have any criminal charges pending or are you awaiting the hearing of any charges (whether civil or criminal)?  | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Are you under investigation for any potentially criminal matter or any other breach of legislation (including any investigation or charges laid by a professional disciplinary body)? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you been granted a Diversion by the Court? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you been convicted of any criminal or other offence, where the conviction was more than 7 years ago, and it does not meet the criteria for withholding disclosure as outlined above? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you been convicted of any criminal or other offence within the last 7 years? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you ever taken a personal grievance against a previous employer? | Yes |[ ]  No |[ ]
| If Yes, please give details if permitted: |
| In the previous three years, have you been the subject of a serious misconduct investigation, concluded and upheld or currently under investigation, within a public service or Crown entity employer? | Yes |[ ]  No |[ ]
| If Yes, please give details, if permitted: |

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| LICENSE TO DRIVE |
| Do you have a current full New Zealand driver’s licence? | Yes |[ ]  No |[ ]
| Class of Licence and number: |  |  |  |  |
| Do you have any demerit points? | Yes |[ ]  No |[ ]

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| referees |

Please indicate the name, telephone numbers and email address of anyone you would be happy for Real Estate Authority (or its representative) to contact about your suitability for the position. We need at least two recent work-related referees who you have reported to and, if you are currently working in the Public Sector, your current direct manager.

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|  | Name | Contact Number(s) / Email Address |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

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| PAST EMPLOYMENT (PLEASE LIST YOUR LAST two roles. further information may be supplied in your CV) |
| Job Title |  |
| Employer |  |
| Type of business |  |
| Location |  |
| Start date |  |
| Leaving date |  |
| Reason for leaving |  |
| Job Title |  |
| Employer |  |
| Type of business |  |
| Location |  |
| Start date |  |
| Leaving date |  |
| Reason for leaving |  |

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| PRE-EMPLOYMENT SCREENING |
| As part of our pre-employment screening process, certain checks may be required to be undertaken e.g. criminal, credit and/or qualifications. If so, you will be asked to complete further documentation for this. |

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| Declaration of a conflict of interest does not necessarily exclude employment opportunities within REA. The following question is to ensure we identify any conflicts whether actual, perceived or potential.Do you have any private or professional interests or associations that have the potential to impact on your ability to carry out, or be seen to carry out, your activities impersonally and in REA’s interest?  |
| Yes |[ ]  No |[ ]
| If yes, please specify your private / professional interest and /or associations. |

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| health and safety Questions |

REA requests the following medical information including injury, illness and disability to ensure you can carry out the position safely and observe its health and safety obligations as an employer. Declaration of a medical condition will not necessarily exclude you from employment opportunities at REA.

1. Do you have a medical condition that would affect your ability to carry out the duties and responsibilities of the role you are applying for?

Yes [ ]  No [ ]

If yes, please specify:

1. Do you have a medical condition that could be aggravated or further contributed to when carrying out the duties and responsibilities of the role you are applying for?

Yes [ ]  No [ ]

If yes, please provide details:

1. Do you currently have or have you ever had (including anything that may have resulted in a claim for compensation for incapacity) any gradual problem, disease, infection or symptom of occupational overuse syndrome (“OOS”) such as but not limited to aches, pains, numbness, tingly or burning sensations that may affect your ability to carry out the role?

Yes [ ]  No [ ]

If yes, please provide details including if applicable, the nature of the condition, for which claims were lodged and date of lodgement.

1. If you have indicated a medical condition that could affect your ability to carry out your job, please indicate whether you would be prepared to undergo a medical examination by a doctor nominated by REA (and at REA’s expense) to determine your ability to perform your job prior to us making a decision about your application.

 Yes [ ]  No [ ]

1. If you are currently suffering or have suffered from a medical condition are there any adjustments REA could make to support you to safely carry out the duties and responsibilities of the role you are applying for?

 Yes [ ]  No [ ]

1. Are you earning, or do you anticipate that you will earn income from secondary employment?

Yes [ ]  No [ ]

If yes, what is the nature of this employment?

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| AUTHORITY AND DECLARATION |
| * I have read and understood REA’s Personal Information (The Privacy Act 2020) Statement as set out above.
* I consent to the Real Estate Authority seeking verbal or written information about me from my listed referees and authorise the release of this information to the panel. This information is provided on the understanding that it is evaluative material in terms of Sections 29(1) and 29(3) of the Privacy Act 1993 and will not be disclosed to me unless the referee gives their specific permission.
* I consent to the Real Estate Authority conducting all pre-employment and background checks.
* I consent to the disclosure to the Real Estate Authority of whether I have been subject to a serious misconduct investigation, either concluded and upheld or currently under investigation, from all previous Public Service and statutory Crown entity employers for the last three years.
* I agree to participate in any medical screening to further determine my suitability for the position applied for, if requested by the Real Estate Authority.
* I understand that if appointed to this position, the Real Estate Authority will monitor my health in relation to my exposure to hazards in order to protect my wellbeing in the workplace.
* I declare that to the best of my knowledge the information in this Application Form and my Curriculum Vitae is complete and correct and I understand that if I give any incomplete, false or deliberately misleading information, or suppress any material fact in the recruitment process, I may not be accepted or if I am employed, my employment may be terminated.
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| Signature (sign/type) |  | Date |  |

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| Equal Employment Opportunities (EEO) |
| The Real Estate Authority is committed to EEO, understanding the needs of their employees and the elimination of all forms of unfair discrimination. To assist us in measuring our progress towards achieving our EEO goals we would appreciate you taking the time to complete the following form. This provides us with useful information about staffing patterns and trends for different groups of people. The information will not be used for selection purposes. The information is confidential and used for reporting purposes only. Please tick what applies to you. |
| GENDER |
| Male |[ ]  Female  |[ ]
| I would prefer not to declare or non-defined |[ ]   |  |
| ETHNICITY |
| Please mark the space or spaces which apply to you: |
| NZ European/Pakeha  |[ ]  Filipino |[ ]
| Māori  |[ ]  Chinese |[ ]
| English |[ ]  Indian |[ ]
| Australian |[ ]  Japanese |[ ]
| Dutch |[ ]  Korean |[ ]
| Other European |[ ]  Cambodian |[ ]
| Samoan |[ ]  Other Asian |[ ]
| Cook Islands Maori |[ ]  Middle Eastern |[ ]
| Tongan |[ ]  Latin American |[ ]
| Niuean |[ ]  African |[ ]
| Fijian |[ ]  Other (please specify) |[ ]
| Other Pacific Peoples |[ ]  Prefer not to declare |[ ]
| DISABILITY  |
| Do you have a disability of any kind that restricts you in performing everyday activities, and which is long-term (lasting 6 months or more)? |
| Yes |[ ]  No |[ ]