Immigration New Zealand
TE RATONGA MANENE

Department of Labour
TE TARI MAHI

Application for Appointment

Position applied for: **Immigration Officer - Manila**	**Department of Labour – Immigration New Zealand**

Location: – **Manila, Philippines**

Full Name:

Postal Address:	Day time Ph's: ( ) ( )

Entitlement to work in Manila, Philippines

Are you -

A Philippines Citizen? ☐ Yes ☐ No (Please ✓ one)

If not, do you have the legal right to work in the Philippines? ☐ Yes ☐ No (Please ✓ one)

(if you answer yes, you will be asked to produce your work permit if you attend an interview).

Criminal Offence(s)

As you are applying for a position of trust, could you please advise if -

You have ever been convicted of any offence against the law

☐ Yes ☐ No (Please ✓ one)

You have any criminal charges pending or under investigation

☐ Yes ☐ No (Please ✓ one)

If you answer yes, please provide full details

_____

Health

Do you currently have, or have you ever had, a medical condition caused by gradual process, injury, illness or disability that could reasonably be expected to affect your ability to carry out the work of the position applied for; or which could reasonably be expected to be aggravated or contributed to by the work of the position applied for?

☐ Yes ☐ No (Please ✓ one)

If you answer yes, please specify

_____

I agree to undergo a medical examination if required at the expense of the Department of Labour and that the results can be made available to the Department of Labour.

☐ Yes ☐ No (Please ✓ one)

Reference and Security Checks

Do you authorise an employee or representative of the Department of Labour to contact your referees as part of the selection process?

☐ Yes ☐ No (Please ✓ one)

Do you agree to undergo a security check if you are appointed to this role? Please note that appointment is subject to an appropriate level of security clearance being achieved.

☐ Yes ☐ No (Please ✓ one)

Declaration & statement of rights of applicants for positions with the Department of Labour

The Department of Labour -

- Will gather references and reports from referees you have provided for the purposes of this application. Any information provided to any employee or representative will be confidential to the Department of Labour and will not be divulged to anyone not directly involved in the appointment process.
- May retain the information which you provide for the purposes of assessing your suitability for appointment for up to 90 days following the filling of the position to which this application relates if your application is unsuccessful. After this time, your personal information will be confidentially destroyed unless requested otherwise by you.

The applicant -

- Agrees that if offered the position, they will produce -
  - Evidence of date of birth
  - A bank account number
  - Evidence of educational qualifications
  - A current drivers licence, if requested
  - Evidence of citizenship/residency status, work permit if requested

I certify that the particulars provided in this application for appointment are true and correct. If appointed, and if it is found the information supplied was either false or misleading, my employment may be summarily terminated. I also certify that I have read and understood the information contained within this statement of rights.

Applicant's Signature _____ Date _____