



Application for employment at Vibe

Applications close **Sunday 26 May 2024**

Please email: recruitment@vibe.org.nz

Position	Social Services Manager Hours: Full time (40 hrs p/week) Location: Lower Hutt (<i>may be required to work from our Upper Hutt site on occasion</i>)		
Name			
Address			
Phone		Email	

Health & Wellbeing	
Have you ever suffered from a significant injury or illness that would inhibit you from carrying out the position successfully?	
Do you have any long-term health issues or injuries, (for example, a bad back) that we need to be made aware of? (<i>Please note we may require evidence of this from your GP</i>)	
If you answered yes to any of the questions above, please provide details and any actions required, so that we may minimise the injury & provide you with a safe workplace.	

Do you have a full driver's licence?	
Are you able to use your own vehicle for this position? (Mileage is reimbursed in line with Vibe's Vehicle Policy)	

Criminal and Driving Record Information	
<i>Please note that this check is subject to the Criminal Records (Clean Slate) Act 2004.</i>	
Have you ever been convicted of a crime in New Zealand or in any other country?	
Please note that under the Criminal Records (Clean Slate) Act 2004, you do not need to declare a New Zealand conviction if <u>all</u> the following apply:	
<ul style="list-style-type: none"> • It has been 7 or more years since your most recent conviction, and you have not re-offended; and • You have never had a custodial sentence imposed upon you (including detention at home, in hospital or at any secure facility); and • You have paid any fines/costs/compensation/reparation. 	
However, regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:	
<ul style="list-style-type: none"> • You have ever been convicted of a sexual offence; or • You have ever been disqualified from holding a driver license for repeat offending involving alcohol/drugs; or the conviction was from overseas. 	
Are there any charges against you yet to be heard?	
Have you ever changed your name by Statutory Declaration?	
If you answered Yes to any of above, please provide details:	

Disciplinary Action Information	
Has any professional body, current employer or any prior employers taken any disciplinary action against you in the past or is there any action pending, which may affect your ability to carry out the duties required for the position you are applying?	
Have you ever been dismissed from employment or resigned from employment because of a disciplinary process?	
If yes, please specify details:	

Please note, there may be occasions where staff are required to assist outside of regular hours – e.g., assisting with promotional events.

The Privacy Act 1993

The information you supply on this form is solely to assess your suitability for employment with the Hutt Valley Youth Health Trust (Vibe). Failure to complete all sections truthfully will render this application invalid and should you have been successful in your application, may be grounds for summary dismissal.

This information will be held in Vibe’s personnel files and retained for ongoing employment use if you are appointed. No information will be disclosed to third parties without your authorisation, except as required by law. Information on unsuccessful candidates will be kept confidential and will be destroyed after 6 months. You have the right to view your personal information held by Vibe and may request for it to be corrected if necessary.

Authority and Declaration

I authorise Vibe and/or its agent to collect such personal information about me from myself and the referees provided by me as is necessary to assess my suitability for employment with Vibe. I understand that with this authorisation, should I be employed by Vibe, it consents equally to subsequent enquiries. I authorise Vibe to disclose such personal information as is necessary for the same purpose.

I also authorise the referees holding such information about me to disclose that information to Vibe for the same purpose. I declare that I have read the above Privacy Act statement, and I am aware of the rights under the Privacy Act 1993. I certify that the information provided is correct and no information has been omitted. I understand that any incorrect, misleading, or omitted information may disqualify me for appointment, or if I am appointed, make me liable for dismissal.

I authorise Vibe to use the information that I have provided, should I be appointed, for any claims under the Accident Insurance Act 2000, the Human Rights Act 1993 and the Health and Safety in Employment Act 1992 and any subsequent amendments to any of the above-mentioned Acts.

DECLARATION	
<input type="checkbox"/>	I am legally entitled to work in Aotearoa New Zealand.
<input type="checkbox"/>	I hold a valid work visa/work permit. Please provide a copy of your visa/permit with your application.
<input type="checkbox"/>	I give permission for my referees to be contacted.
<input type="checkbox"/>	To the best of my knowledge the information given in this application is correct.
Signed:	Date:

Please include your cover letter, CV, professional registration (as appropriate) and visa/work permit if applicable with your completed Application Form.