**BADMINTON WHANGANUI**

Application Form for Development Officer Position

Please note that the shortlisting decision making process is based on the information contained within the application form. Your CV supports the information contained therein, but does not replace the use of this form.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Full Name:** | | |
| **Address:** | | |
| **Phone Number(s):** | | |
| **Email Address:** | | |
|  |  | |
| **Are you legally entitled to work in New Zealand?** | **YES** | **No** |
| If you are legally entitled to work due to a permit from Immigration New Zealand, please advise the type of permit and the expiry date. (If your application is successful, we will request a verified copy). |  | |
|  |  |  |

**Employment Experience (Chronological order)**

|  |  |
| --- | --- |
| **Current/ Most recent employer** |  |
| **Position held** |  |
| **Type of business** |  |
| **Dates of employment** |  |
| **Main duties/ tasks/ responsibilities** |  |
| **Notice period required**  *(if currently employed)* |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Previous employer** |  |
| **Position held** |  |
| **Type of business** |  |
| **Dates of employment** |  |
| **Main duties/ tasks/ responsibilities** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Previous employer** |  |
| **Position held** |  |
| **Type of business** |  |
| **Dates of employment** |  |
| **Main duties/ tasks/ responsibilities** |  |
| **Reason for leaving** |  |

If required, please provide further details of previous employer using additional paper.

**Referee Details**

|  |  |
| --- | --- |
| **Referee 1** |  |
| **Relationship to you** |  |
| **Organisation/role** |  |
| **Email address** |  |
| **Contact phone no.** |  |
| **Referee 2** |  |
| **Relationship to you** |  |
| **Organisation/role** |  |
| **Email address** |  |
| **Contact phone no.** |  |

**When applying for the position please send the Application Form, Consent for Reference Checking and Consent for Release of Information to the Secretary:** [**gfeist@xtra.co.nz**](mailto:gfeist@xtra.co.nz)

**Consent for Reference Checking**

I hereby authorise Badminton Whanganui to contact the above individuals to act as my referees for the purposes of my application as required by the Privacy Act 2020.

I consent to a representative of Badminton Whanganui seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Badminton Whanganui for the purposes of ascertaining my suitability for the position for which I am applying.  I understand the information received by Badminton Whanganui is supplied in confidence as evaluative material and will not be disclosed to me. *(Please also complete the separate “Release of Information Form” on the last page, so it can be faxed/ emailed to a nominated referee should they require to view your authorisation to release information).*

By signing this application, you are telling us that the information you have provided is accurate and complete. It will be grounds for your contract to be terminated if you are engaged, and we later discover that you misrepresented or omitted any significant factual information in this application that we rely on.

You will be required to complete a police check if you are offered this position.

**Signed** **by applicant:** …………………………………………………………………………..

**Name:** *(please print)* …………………………………………………………………………..

**Date:** ……………………………………………………………………………..

Thank you for taking the time to complete this application form, we appreciate the time and effort you have undertaken.

Please be assured that your personal information will be kept confidential and referees will not be contacted until after the interview process has been completed. Then, only referees of shortlisted candidates will be contacted.

Please expect an acknowledgement to your application within three business days. Thank you for your interest in Badminton Whanganui – Good luck with your application!

# Consent for Release of Information

I .......................................................................................................................... (applicant’s full name) consent to a representative from Badminton Whanganui seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Badminton Whanganui for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Badminton Whanganui is supplied in confidence as evaluative material and will not be disclosed to me.

**Signed** **by applicant:** …………………………………………………………………………..

**Name:** *(please print)* …………………………………………………………………………..

**Date:** ……………………………………………………………………………..