

APPLICATION FORM

We are required to meet legislative and regulatory standards in relation to the organisations and individuals we provide services to. We therefore operate a recruitment process that includes a thorough verification process, and also undertake any necessary safety checks and risk assessments (where applicable to the role being applied for).

To ensure our employees are suitably qualified, able and of safe character to be appointed to the relevant employment position and tasks (including physical) to be undertaken within a position, and to discharge our obligations to the agencies we provide services to, we require your assistance in completing this Pre-Employment Application Form.

You may seek expert advice prior to filling out this form. In the event that there is a question that you do not consider applies to the role that you are applying for, or you are unsure of, you can ask the person interviewing you to clarify it for you, or have another person ask on your behalf.

PLEASE NOTE: That in the event of a successful application, the information provided in this form will remain confidential and a part of your personal file. In the event of an unsuccessful application, this form will be destroyed.

Legal right to work in New Zealand

What is your legal status to work in New Zealand?

- A New Zealand Citizen
- A permanent Resident
- A current open Work Visa
- A current company specific Work Visa
- No visa or Work Permit

Education & Qualifications

Education - Please indicate your highest level of qualification

- Health & Wellbeing Level 2
- Health & Wellbeing Level 3
- Health & Wellbeing Level 4
- Other relevant qualification
- Other qualification

If other qualifications please provide details:

Previous Employment

IMPORTANT NOTE: The roles of Support Worker, Core Workers and Childrens Core Workers are subject to a higher threshold of risk assessment. Applicants for these roles must provide a chronological list (from most recent to oldest) of their last five years of employment.

Please List in chronological order your last 5 years of employment. Please include company, your position, dates employed, and reason for leaving.

Have you ever worked for SILC or another organisation that provides support services to people with disabilities? Yes / No

If yes, please provide details:

Tasks & Activities

IMPORTANT NOTE: The role of, Support Worker, Children's Worker and Children's Core Worker involves personal cares, shift work, sleepovers and working alternative weekends as well as supporting the person out and about in the community.

Supporting people to access their community is an important part of the support we provide. Are you prepared to support with swimming, church or place of worship, bars or clubs? Yes / No

If no, please provide details:

Are there community activities you can think of that you would not be prepared to support someone to participate in? Yes / No

If no, please provide details:

Some people we support require assistance with personal cares (showering, cleaning teeth and using the toilet).

Do you have any concerns with assisting a person in these areas? Yes / No

If no, please provide details:

All staff are expected to do sleepovers, work every second weekend and rostered shifts.

Are you prepared to work rostered shifts? Yes / No

Are you prepared to do sleepovers (sleeping in the homes of the people we support)? Yes / No

Are you prepared to work alternate weekends? Yes / No

Have you supported people with medication before? Yes / No

Do you have any concerns doing this? Yes / No

Manual Handling & Health

IMPORTANT NOTE: Support Workers, Core Workers and Core Childrens Workers need to be capable of physical lifting, using safety equipment, standing for prolonged periods, driving vehicles, and completing long shifts. Depending on the position held, activities can be physical, and may be carried out in a variety of scenarios.

Have you undertaken any training specific to moving/handling people? Yes / No

If yes, please provide details:

The role of the support worker requires a high level of physical fitness as you will be required to support in a variety of activities. This may include, but is not limited to: supporting people to move/transfer, walking for long periods etc.

Do you have any concerns regarding the physical demands of this role? Yes / No

If yes, please provide details:

Do you have any pain, stiffness, weakness, past injury or arthritis affecting the use of the following parts of the body? Yes / No

If yes, please provide details:

Have you ever had a back injury or operation? Yes / No

If yes, please provide details:

Do you have any health related issues (illness, disability, condition) that may impact on your ability to perform the tasks listed in the Job Description that you are applying for? Yes / No

If yes, please provide details:

COVID-19 vaccination Status

IMPORTANT NOTE: This information will be used for health and safety risk assessment purposes. In accordance with the Privacy Act 2020, you are not required to answer this question. If you choose not to answer this question, it will be assumed that you are unvaccinated. This information will be held by SILC Charitable Trust in accordance with the Privacy Act 2020.

Please confirm your COVID-19 vaccination status.

- I have had a COVID-19 vaccination/s and I am prepared to provide proof of this. Yes / No
- I have not had a COVID-19 vaccination/s but I am prepared to be vaccinated. Yes / No
- I am not able to be vaccinated against COVID-19 due to underlying health issues. Yes / No
- I have not had a COVID-19 vaccination and do not plan to. Yes / No
- I am not prepared to answer this question. Yes / No

Criminal Offences

IMPORTANT NOTE: The roles of Support Worker, Children’s Worker and Core Children’s Worker are subject to a higher threshold of risk assessment and therefore must clear the Police Vetting Process. If your qualifications and experience confirm suitability for the role, and information is received as a result of the Criminal Record/Police Vetting process, we will: discuss this information with you; seek your feedback as to how it might affect your suitability for the role; and incorporate that information into any risk assessment.

Do you have any criminal convictions (including clean slated)? Yes / No

If you answered yes to the above, please provide details.

Do you agree to participate in a criminal record check/and or police vetting process? Yes / No

If offered employment in a role that is subject to Police Vetting, one of the terms and conditions of employment will be the requirement to repeat the police vetting process at least every three years, during your employment.

Do you understand and agree to this? Yes / No

Driving

IMPORTANT NOTE: If you hold an overseas drivers license, you must apply for and obtain a full New Zealand drivers licence before you will be offered employment

Do you hold a FULL New Zealand Drivers Licence? Yes / No

Do you have any demerit points or endorsements? Yes / No

If so, please give details.

Other

Do you currently live in the Tauranga area? Yes / No

If no, where, and are you planning on moving to the Tauranga area? Yes / No

Do you have a First Aid certificate? Yes / No

This role involves using the computer, what computer skills do you have and what programmes are you comfortable using? Please give details:

As of the 31st October 2015, SILC became a Smokefree organisation. This means that employees are not permitted to smoke or vape while they are on shift or representing the company in any way.

Do you have any concerns about this? Yes / No

If yes, please provide details:

Do you have any secondary employment? Yes / No

If yes, please provide details:

Have you ever been dismissed or subject to disciplinary action? Yes / No

If yes, please provide details.

Ideally, how many hours per fortnight would you like to work?

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If your application was successful when could you commence employment?

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References

IMPORTANT NOTE: You need to provide two references - one has to be your most recent Line Manager and the other a previous Line Manager.

****YOUR REFERENCES WILL NOT BE CONTACTED WITHOUT YOUR PERMSISION***

Reference Details (current/most recent Line Manger) - please include phone number and email

Reference Details (previous Line Manger) - please include phone number and email

Declaration

I confirm that my answers in this application are true and correct and have been given freely and willingly. I consent to the SILC Charitable Trust seeking verbal or written information on a confidential basis about me from representatives of my previous employees and/or referees, and authorise the information sought to be released from the relevant authorities in relation to the work that I carried out, my character where appropriate and criminal/police visit. I have read and understood the information provided and am aware this will be made a part of my personal records that are held by The SILC Charitable Trust in accordance with the Privacy Act 2020 and any subsequent amendments. If required, I am prepared to undergo a health assessment by a designated health professional appointed by the SILC Charitable Trust, and that he/she may discuss specific concerns relating to my ability to carry out the role that I have applied for with my interviewing manager.

PLEASE NOTE: The completion of this form does not indicate that there is any obligation on the Company to engage the applicant

Name: _____

Date _____

Signed _____