**INDEPENDENT POLICE CONDUCT AUTHORITY | Application for Employment**

Thank you for expressing an interest in working for the Independent Police Conduct Authority (IPCA). The information you provide on this form will be used to assess your suitability for the position you have applied for.

If applying for more than one position, please complete an application form for each position.

It is important that you complete all sections of this form in order for us to assess your suitability for the vacancy.

IPCA will not make unauthorised use of any information you state on this form, all submitted form will be held securely and will be destroyed once no longer required.

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| First name |  |
| Middle name(s) |  |
| Last name |  |
| Preferred name  (if different) |  |
| Email address |  |
| Phone number(s) |  |
| Current location |  |
| Position applied for |  |
| How did you find out about this role?  o Seek o Govt Jobs o Trademe o IPCA website o LinkedIn  o Recruitment Agency o Other – please state | |
| Are you legally entitled to work permanently in New Zealand?   |  |  | | --- | --- | | o Yes | o No | | |
| If no, what is your work status? | |
| Do you currently work for, or have previously worked, for the IPCA?   |  |  | | --- | --- | | o Yes | o No | | |
| If yes, please provide details | |

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| Have you applied to work for IPCA in the past?   |  |  | | --- | --- | | o Yes | o No | |
| If yes, please provide details |
| **Hours**  Are you looking for full time or part time work?  If part time, how many hours per week? |
| **Ethnicity -** What ethnicity / ethnicities do you identify with?   |  |  | | --- | --- | | o NZ European o Other European o Māori o Pacific Peoples  o Asian o Other – please state |  | |
| **Remuneration**  What are your remuneration expectations (a range is fine) |
| **Medical History**  In line with IPCA’s obligations under the Health and Safety at Work Act 2015, we can ask questions regarding an applicant’s health status relevant to the position applied for.  **Have you had or currently have an injury, disability or illness that could reasonably be expected to be aggravated by any tasks you may be required to perform or may impact on your ability to perform the tasks of this position?**   |  |  | | --- | --- | | o Yes | o No |   If yes, please provide detailsand whether there are accommodation, facilities, or equipment that you would require in order for you to perform the functions of this job? |

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| **Criminal Convictions**  If you are successful in securing this position, you will be required to complete a Police check. The declaration of an offence may not preclude your application from being considered. However, non-disclosure of relevant matters may be seen as misrepresentation and dealt with accordingly. If you are in doubt as to whether or not to declare something, please declare it. It is not necessary to declare parking fines or speeding tickets unless they resulted in a sentence of disqualification or otherwise.  Have you ever been convicted of any criminal offences that are not concealed by the Criminal Records (Clean Slate) Act 2004?  **What you must disclose:**  You must declare all of your convictions (in Section 4B below) if you have:   * been convicted of an offence with the last 7 years; or * been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal); or * been ordered by a Court during a criminal case to be detained in a hospital due to your mental condition, instead of being sentenced; or * been convicted of a “specified offence (e.g. sexual offending against children and young people or the mentally impaired); or * not paid in full any fine, reparation or costs ordered by the Court in a criminal case; or   been indefinitely disqualified   |  |  | | --- | --- | | o Yes | o No |   If yes, please provide details explain the offence, date, and the sentence issued. Provide further information below.  Do you currently have any criminal charges pending?   |  |  | | --- | --- | | o Yes | o No |   If yes, please provide details |

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| **Conflicts of interest**  To ensure the Authority can operate in an impartial manner in the performance of its functions it is important to ensure any actual or potential conflicts of interest are managed. Do you have a potential conflict(s) of interest that you would like to raise at this time   |  |  | | --- | --- | | o Yes | o No |   If yes, please provide details |
| **Protective Security Requirements (PSR)**  As an independent Crown entity, we are required to comply with the Workforce Assurance model standards released by the Public Service Commission. From March 2021 additional background checking requirements are in place for those who have worked in Public Sector within the last three years.  Do you consent to the disclosure to IPCA of whether you 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? This will usually be conducted at the preferred candidate stage.  o Yes, I consent  o No, I do not consent  o I would like to discuss this before it is undertaken |
| **Accessibility**  We want to ensure accessibility needs are well supported, so the recruitment process is fair and equitable for all.  Please let us know if there is any support we can provide to ensure the recruitment process is fully accessible to you. |
| **Privacy information**  The information you supply in this form (or in other documents supplied with this application form) is collected for the purpose of determining your suitability for employment for the position you have applied for. All information provided will be treated as confidential. Written requests for access to, or correction of, personal information should be addressed to hr@IPCA.govt.nz  In line with IPCA policies, if you are appointed to this position, selection information about yourself may be supplied to unsuccessful internal candidates who request a review of appointment. |

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| **Authority and Declaration**  In signing below, I agree and authorise:   1. The contents of my application (including this and other supporting documents) are true and accurate to the best of my knowledge. 2. I have not withheld any information that could affect the decision to employ me. 3. If I have been unclear about whether or not to provide information, I have provided that information. 4. I understand that if any false information is given, or any material fact is not provided in this form, I may not be employed, or may result in disciplinary action up to and including dismissal from my position at IPCA. 5. I understand if I have worked in public sector within the last three years, it is a requirement for IPCA to undertake a serious misconduct check with those agencies. 6. IPCA may obtain information they may require from IPCA files if I am an existing or previous employee. 7. IPCA may contact any professional institution to verify qualification(s) stated and may contact credit reference agencies. 8. IPCA may undertake reference checking with referees nominated by me in writing (noting I will be advised prior to them being contacted) 9. IPCA will undertake Police Checking / Vetting, as well as, where required, validation of immigration and qualification statuses, and credit checking. 10. IPCA may contact me for any future vacancy deemed appropriate. I understand that I am still required to apply for any vacancies that I wish to be considered for. 11. The information I supply in this form (or in other documents supplied with this application form) is collected for the sole purpose of determining my suitability for employment to the position I have applied for. The information will not be used for any other purpose except in the event of a review of your provisional appointment, information relevant to the review may be provided to a person seeking or considering seeking a review of appointment. 12. I hereby declare that I have read the above Privacy Act statement and I am aware of my rights under the Privacy Act 2020.  |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Signature** | **Date** | |

**Please send this completed application form along with your CV and cover letter to:** [hr.recruitment@ipca.govt.nz](mailto:hr.recruitment@ipca.govt.nz)

Please read these notes before completing your Application for Employment form:

* Please complete all sections in the Application for Employment form yourself. All applications should be signed (electronic signatures are accepted, i.e. your name in the signature bock)
* Please ensure your CV provides evidence of the capabilities relevant to the position and as detailed in the position description for the role. You may also wish to refer to the skills, knowledge and experience you have gained and highlight these in your covering letter
* Your CV should be in A4 format (word or PDF). CVs will be utilised for the recruitment and appointment process only and will not be returned to applicants. CVs of unsuccessful applicants will be destroyed at the conclusion of the recruitment and appointment process
* Your Application for Employment form and other application documentation provided will be treated as confidential
* All applicants selected to attend an interview are advised that they may bring along a whanau or support group. All costs for whanau or support groups will be met by the applicant
* Written request for access to, or corrections of personal information, in terms of the Privacy Act should be addressed to the Authority directly as specified in the vacancy advertisement
* For some Authority vacancies you *may* be requested to authorise a higher level security clearance and/or complete a health assessment as part of the recruitment and appointment process
* The Authority has a policy of equal employment opportunities
* You will be advised in writing of the outcome of your application