

The information that you provide in this form is used for the purpose of determining your suitability for the position you have applied for and to ensure that we meet the requirements of legislation, including the Health and Safety at Work Act 2015, Privacy Act 2020, Childrens Act 2014, and other employment laws.

If you are a preferred candidate, in addition to reference checking, police vetting, and NGO Caregiver vetting, further background checks may be undertaken if it is relevant to the role you have applied for. These may include qualification/certification verification, driving record, social media and credit/financial checks.

Your information is confidential and only shared with those who are involved in the recruitment and onboarding process, including Directors, General Manager, Training and Safety Coordinator, Administration and HR personnel, and any external agencies involved in the safety checking and vetting process. All information relating to the recruitment process is stored securely in our administration office. If you are employed by Adventure Southland, this information will be included in your personnel file and may be viewed by external agencies as part of our regular industry and Social Sector Accreditation auditing processes.

If you are not the successful candidate, we will confidentially destroy your information after 6 months, unless you have

Position Applied For			
Date of Application	If unsuccessful, Adventure Southland may retain my CV and application for future positions.	Yes	No

PERSONAL INFORMATION (please print)

Full Name (per your driver's licence or passport)			
Other Names Used			
Preferred Name			
Postal Address			
Email		Phone	
Drivers Licence #	Type of Licence i.e. Learners/Restricted/Full	P Licence	Yes No
Are you legally entitled to work in New Zealand?	Yes	No	Visa Type

CRIMINAL CONVICTIONS

We conduct safety checks and vetting (Police and NGO Caregiver vetting) in accordance with the Children's Act 2014. If you have lived in any other country other than New Zealand for more than 12 months in the last 10 years you may be requested to provide a police clearance for each country.

If the role you have applied for is a Children's Worker under the Children's Act 2014, we will complete vetting and safety checks as required by that Act. Core Worker roles are exempt from the Criminal Records (Clean Slate) Act 2004 and any conviction for an specified offence may be disclosed within a police vetting report regardless of time since conviction.

Do you have any previous or pending criminal charges or convictions (including drink or drug-related convictions?) Yes No

If you have answered yes, please provide the date and details of the offence together with any comments you wish to make.

HEALTH DECLARATION

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

Yes No

If you have answered yes, please provide details.

Please note: Adventure Southland is a smoke- and vape-free environment.

RELEVANT SKILLS, ABILITIES AND EXPERIENCE

Is this your first job? Yes No Are you a member of NZOIA? Yes No

Are you a member of any relevant clubs/organisations, e.g. NZAC, MSC, LandSAR etc?

Please list any certificates, qualifications, and skills you have that are relevant to the position you are applying for.

Do you hold a current First Aid Certificate? Yes No

If yes, please provide details, i.e. course name/level/provider, unit standards, date of course/expiry etc.

Do you have current Child Protection Training? Yes No

If yes, please provide details, i.e. course name/level/provider, unit standards, date of training/expiry etc.

PRESENT EMPLOYMENT DETAILS

Name of Employer

Position Held

Dates of
Employment

Managers Name

Key duties and
responsibilities

Reason for leaving

If you are a preferred candidate, may we contact your current employer for a reference?

Yes

No

PREVIOUS WORK EXPERIENCE

(Include paid or unpaid positions. Begin with most recent position and cover preceding 5 years)

Position	Employer & Manager	From - to	Reason for leaving
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Please provide an explanation for any gaps in employment.

REFERENCES

We will only contact your referees if you are a preferred candidate. Please provide details of two or three referees that you have known longer than 12 months (cannot be a relative, spouse, or live at the same address as you) that we may contact that can testify to your character, attitude, conduct and work ability (preferably those who have observed you working with children).

I agree to Adventure Southland conducting reference checks to determine my suitability for the position I have applied for. Yes No

I understand that references are supplied in confidence and as an evaluative material. They will not be disclosed to me without permission from the referee. Yes No

Full Name Relationship

Organisation Position

Mobile Day Contact

I have contacted this person and given them permission to provide a verbal reference about me Yes No

Full Name Relationship

Organisation Position

Mobile Day Contact

I have contacted this person and given them permission to provide a verbal reference about me Yes No

Full Name Relationship

Organisation Position

Mobile Day Contact

I have contacted this person and given them permission to provide a verbal reference about me Yes No

DECLARATION

I solemnly and sincerely declare that to the best of my knowledge all information I have provided is true and correct. Any false information provided or failure to disclose any relevant matter may result in Adventure Southland rescinding any offer of employment, or termination of employment.

Name

Signature

Date