



Camp Columba

doing learning growing

Application for Appointment

Note for Applicants

Thank you for applying for the position of Camp Manager at Camp Columba. Please note the following when completing this application.

1. Please fully complete this form personally making sure that you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) containing any additional information. If you include written references, please note that we may contact the writer of these references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of these references.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false/misleading.
6. Shortlisted applicants will be asked to consent to a police check.
7. This application form and supporting documentation will be held by Camp Columba. You may access it in accordance with the provisions of the Privacy Act 1993.
8. This page forms part of the application and must not be removed or destroyed.
9. Please post completed application form to
Jo Gardyne
29 North Chatton Road
RD 3
Gore 9773
10. Applications close with the above on Monday 15th November 2010.
(please note that as this is a rural delivery address it can take 1-2 days longer for mail to reach its destination than is the case with urban delivered mail)

If you have any queries please contact Jo Gardyne – email: jgardynefamily@xtra.co.nz,

Camp Columba

Position applied for - Camp Manager

Name: Mr Mrs Ms Miss

First names _____

Surname _____

Postal Address _____

Contact phone private _____ business _____

Please tick the appropriate column	Yes	No
Are you a New Zealand citizen? If not, do you have resident status, or A current work permit?		
Have you ever had a criminal conviction? <i>(You are not required to disclose anything covered by the Clean Slate Act 2004)</i> Have you ever received a police diversion for an offence? Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? Are you awaiting sentencing/currently have charges pending? (If you answered "Yes" to any of the above please detail :)		

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Please tick the appropriate column	Yes	No
<p>In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job?</p> <p>If "Yes" please elaborate:</p>		
<p>Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?</p> <p>If "Yes" please detail,</p>		
<p>Do you have a current driver's licence?</p>		

Educational Qualifications

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position.

Employment History

Please outline your most recent employment history, beginning with the current or latest employment.

Period Worked	Employer's Name	Position Held	Reasons for Leaving

Referees

Please provide the names of three people who could act as referees for you. At least one should be able to attest to your work performance.

Please note that if you have included written references from people other than those recorded below we may contact them as well.

Name	Address	Telephone	Relationship to you

Do you agree to these referees being asked to nominate other persons who might assist in assessing your application?

Please circle appropriate response Yes No

If "Yes" please note that we may contact these persons.

The position you have applied for requires specific skills, knowledge, attributes and personal characteristics.

These are stated in the 'person' section of the job description. In the space below, please outline how you meet each of these attributes and abilities. Even if you are attaching a CV please fill this out in full.

knowledge, skills, attributes and personal characteristics	Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics	What did you do which demonstrated this?

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment or if appointed, may be liable to be dismissed.

Signature _____

Date _____