

eat



Promoting peaceful relationships with food and body image

Important Information for Job Applicants

1. Thank you for responding to our advertised vacancy. An application form is attached.
2. If you wish to apply for this position please include:
A covering letter stating your reasons for applying for this vacancy;
Your curriculum vitae (CV) including full details of your employment history, experience, skills, formal and non-formal education, qualifications and professional memberships.
The details of at least two referees (who can discuss your experience and skills for this position), their full names, contact phone numbers, job titles, and state whether they are 'work', 'character' or 'academic' referees;
Your completed application form; and
A copy of your work/residency permit (if appropriate).

Please send your application by e-mail to eat@chch.planet.org.nz

If you are unable to send your application electronically, please send by post to:
Eating Awareness Team
PO Box 4520
Christchurch 8140

3. If you are sending your application by post, please send UNBOUND (i.e. no staples or paperclips) COPIES ONLY of your documents, as applications are broken up for photocopying. CVs of unsuccessful applicants will be shredded once ninety days have elapsed from the date the appointment is made.
4. EAT treats all applicants equally and ensures that the most appropriate applicant is selected for the job.
5. The selection panel will make a shortlist of applicants to interview based on the documentation provided. If you're not shortlisted, you will be advised by e-mail or letter that you have been unsuccessful.
6. If you are invited to an interview, you are welcome to bring whanau or support people with you. If you intend to do this, please let us know well in advance of the interview.
7. Applicants will be required to provide satisfactory verification of qualifications and work/residency permits before any appointment is made.
8. Appointments will be conditional on a satisfactory criminal history check.

9. If you wish to discuss any part of the role definition or wish to know more about this position or the appointment procedures, please contact us on 03 366 7725 or eat@chch.planet.org.nz

eat



Promoting peaceful relationships with food and body image

APPLICATION FOR VACANCY

Please personally complete this form, answering all questions.

Position Applied for:

Full name:

Full Postal Address:

Telephone and E-mail Contacts:

Daytime

Mobile

Home

E-mail

1. Have you ever had an injury or medical condition caused by gradual process, disease, or infection, for example hearing loss or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?

YES NO

2. Do you have any other condition that may affect your ability to effectively perform the tasks and responsibilities of this position applied for?

YES NO

If you answered "yes" to question 1 or 2, please give details:

3. Do you have any criminal convictions? Note: if you are deemed to have no criminal record under the terms of the Criminal Records (Clean Slate) Act 2004 then your answer will be 'no'.

YES NO

If 'yes', please give details of Offence(s), Date(s) Committed, and Penalties/Sentence(s) Imposed below:

4. Are you legally entitled to work in New Zealand? (Please tick the appropriate box)

- A New Zealand or Australian citizen
 A permanent resident
 The holder of a work permit Valid until:
 Other (please specify)

We will require sight of work or residency permits to support your application.

I declare that the information that I have provided to the Eating Awareness Team (EAT) (including my CV and supporting documents) in support of my application for employment is true, correct and complete. I understand that this information is material to EAT and that if I have given untrue, incorrect or incomplete information, I may be disqualified from further consideration or, if appointed, I may be dismissed. I also understand that if I am appointed to a position at EAT, such appointment will be conditional upon a criminal history check and verification of qualifications and current work permits, each of which must be satisfactory to EAT.

Your signature:

Date:

Privacy and Confidentiality

This information is collected for the purpose of assessing your suitability for employment at the Eating Awareness Team. It remains confidential to staff and governance members who are directly involved in the recruitment and selection of new employees.