

# APPLICATION FORM



**Te Kawa Mataaho**  
Public Service Commission

Please complete your name below and each of Sections A to D of this form.

Refer to the 'Guide for Applicants' for further information on this form and the recruitment process.

**Applicant name**

**Position applied for**

Secretary for Education and Chief Executive

**Department**

Ministry of Education

**Preferred contact email address**

**Preferred contact phone number**

**Legal right to work in New Zealand**

**Are you currently located in New Zealand?**

**How did you find out about this position?**

Word of mouth

New Zealand Government Jobs ([www.jobs.govt.nz](http://www.jobs.govt.nz))

Te Kawa Mataaho Public Service Commission's (Te Kawa Mataaho) website

Recruiter (HardyGroup)

SEEK

LinkedIn

Other (please specify):

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## **Section A – Capability self-assessment**

The Secretary for Education and Chief Executive, Ministry of Education needs to be skilled in the priorities identified in the position description. These priorities have been outlined below. This capability self-assessment will be used to assist in the process of evaluating applicants.

Please provide one to two examples for each priority area listed in the Leadership Roadmap in the position description, detailing projects, tasks or occasions where you have demonstrated the capability (300 words).

### **Context Management**

**Sector Experience**

**Organisational Leadership**

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**System leadership**

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## Section B – Referee details

We are looking to create a 360-degree picture of your personal attributes, behaviours, and skills in relation to those detailed in the position description. To this end, please provide us with the details of referees at various levels who can make informed comment on your skills based on observations. These will be current and previous managers, peers, junior staff members, direct reports, or others.

Please ensure you provide each referee's name, title, relationship to you, and preferred contact phone number and email address. If they are based outside of New Zealand, please also provide an email address for that referee.

We will contact you before approaching named referees.

**As part of the recruitment process your referee or any related persons not named by you may be contacted at any stage.**

### Referee details

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**Section C – Authorisation in terms of the Privacy Act 2020**

**Authority to approach other referees**

I authorise the Public Service Commissioner, or their nominated representative, to approach persons other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position of Secretary for Education and Chief Executive, Ministry of Education.

Signature: .....

Name printed: .....

Date: .....

**Authority to undertake serious misconduct check**

Te Kawa Mataaho Public Service Commission introduced Workforce Assurance Model Standards in March 2021 which require serious misconduct checks to be undertaken on prospective employees at the preferred candidate stage.

This check includes disclosure, to the agency or organisation you are applying to, 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 3 years.

Should you be selected as the preferred candidate, your response will be checked with your previous employer(s) at that stage. We will not conduct this check prior to you being selected as the preferred candidate.

**Do you consent to pre-employment checks as detailed above?**

Yes/No

Signature: .....

**Please list all of your previous Public Service and statutory Crown entity employers for the last three years:**

**Authority to verify qualifications and undertake credit checking**

I authorise the Public Service Commissioner, or their nominated representative, to verify the qualifications listed in my curriculum vitae. I also authorise the Public Service Commissioner, or their nominated representative or agent, to undertake a credit check.

Signature: .....

Name printed: .....

Date: .....

**Authority for security checking and vetting of personal suitability**

I give my authority to be security checked and vetted by the New Zealand Police, the Serious Fraud Office and the New Zealand Security Intelligence Service as part of the appointment process to the position of Secretary for Education and Chief Executive, Ministry of Education.

Signature: .....

Name printed: .....

Date: .....

1. Are you a New Zealand citizen?

Yes / No

Are you a New Zealand resident?

Yes / No

Citizenship(s) held – please list all:

2. The appointee will be subject to a New Zealand Government Secret security clearance. Please detail any areas of concern that may prevent you from gaining a Secret security clearance.

3. If you hold a current New Zealand security clearance, please list it here, and include the expiry date (if known):

**Section D- Criminal conviction declaration**

**Have you ever been convicted of any offence against the law, in New Zealand or any other country?** Yes No

*(Please note: This question is subject to the provisions of the Criminal Records (Clean Slate) Act 2004. This Act gives eligible individuals the right in some circumstances to withhold information about their convictions. See the 'Key Legislation' section of the 'Guide for Applicants' for further information about this point.)*

**Do you have any criminal charges pending, in New Zealand or any other country?** Yes No

If the answer to either question is YES please provide full details, including the date and nature of the charges (and the expected hearing date if applicable):

(Please note: A false declaration about prior convictions and/or pending prosecutions will invalidate your application.)

Signature: ..... Date: .....



**Section E – Conflict of Interest Disclosure**

See the 'Guide for Applicants' for further information about this section.

**Are you aware of any perceived, potential or actual conflict of interest you may have should your application be successful and you are appointed to the position of Secretary for Education and Chief Executive?**

Yes      No

If you have answered yes, please provide details below:

**I agree to contact Te Kawa Mataaho Public Service Commission immediately to disclose any perceived, potential or actual conflict of interest during the recruitment process.**

(Please note that this will not invalidate your application but will be taken into consideration. Should you be shortlisted, you will also be required to complete another conflicts of interest declaration. )

Signature: .....

Date: .....