



# NEW ZEALAND INTELLIGENCE COMMUNITY APPLICATION FORM

## IMPORTANT INFORMATION – PLEASE READ

We treat all applications for employment in the strictest confidence and we expect that you do not discuss your application with anyone as this could compromise you and others in the event that you are successfully appointed.

To apply please email your **cover letter**, **current resume** and **completed application form** to [careers@nzic.govt.nz](mailto:careers@nzic.govt.nz) quoting the **vacancy reference number** and your **full name** in the **subject line**.

### Declaration:

*Please note: If you give any information which you know to be false, or if you withhold relevant information, this may lead to your application being rejected, or, if you have already been appointed, to your dismissal.*

By submitting this application I acknowledge that the information I have provided may be held and used by the New Zealand Security Intelligence Service for the purpose of conducting security checks to enable an assessment of my current and on-going suitability to be employed within the New Zealand Intelligence Community, and to have access to classified national security information.

Yes  No

By submitting this application I acknowledge that the New Zealand Security Intelligence Service may use the information provided to obtain personal information about me (including convictions and any no-conviction information, and other records covered by the Clean Slate Act) held by the New Zealand Police, any other New Zealand government agency, and/or any other law enforcement, security and/or intelligence agency of any other country.

Yes  No

By submitting this application I acknowledge that the New Zealand Security Intelligence Service may also use the information provided to obtain personal information about me from a reputable financial profiling organisation.

Yes  No

I consent to information from these sources being released to, or accessed by the New Zealand Security Intelligence Service for the purpose of conducting security checks and security clearance vetting assessments.

Yes  No

I declare that the information I have given is, to the best of my knowledge and belief, true and complete and acknowledge that this information may be used for pre-employment security checks and can be released to the NZSIS for this purpose.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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NZIC Application Version: 19 August 2019



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
nzic.govt.nz

## Personal Information

Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
First names: \_\_\_\_\_ Known as: \_\_\_\_\_  
Previous names: \_\_\_\_\_

## Contact Details

Mailing address: \_\_\_\_\_  
Permanent address:  
(if different from above) \_\_\_\_\_  
Mobile phone: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

## Birth and Nationality

Date of birth: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_  
Place of birth: \_\_\_\_\_ (town) \_\_\_\_\_ (country)  
Citizenship at birth: \_\_\_\_\_  
Current citizenship: \_\_\_\_\_  
Date of change to NZ  
citizenship:  
(if applicable) \_\_\_\_\_  
Date of arrival in NZ:  
(if applicable) \_\_\_\_\_  
NZ Residency Status:  
(if not a NZ citizen) \_\_\_\_\_ Year Granted : \_\_\_\_\_  
Dual nationality:  Yes  No  
(if yes please specify) \_\_\_\_\_  
Passport number: \_\_\_\_\_  
Country of issue: \_\_\_\_\_

## Driver Licence:

Do you hold a drivers licence, permitting you to drive in NZ?  Yes  No  
If yes, NZ Driver License number: \_\_\_\_\_  
If yes, please specify:  Full  Restricted  Learners  
For:  Car  Truck  Motorcycle  
Are you able to drive a manual car?  Yes  No

## General Information

### Criminal Record

*(Please note: the Criminal Convictions (Clean Slate) Act does not apply when an application is made for employment in a position involving the national security of New Zealand).*

Do you have a criminal record?  Yes  No

If yes, please provide details including conviction, date/s and outcome:

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### Security Clearance

Have you ever held a Government security clearance?  Yes  No

If yes, please state the country, level of clearance and year issued:

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### Health

Do you suffer from any injury, ailment or recurring medical condition which may affect your work performance or your regular attendance at work; or which may adversely affect the health and safety of yourself or others?  Yes  No

Do you have any medical conditions or physical disabilities which mean that you would, or could, be impaired in carrying out the full requirements of the position?  Yes  No

If you ticked Yes to any of the above questions, how would we reasonably accommodate your injury, illness, medical condition or disability to ensure you are able to carry out the functions of the position in a reasonably safe manner?

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Do you regularly take any medication or have you had treatment, where side effects could affect your ability to do this job safely and effectively?  Yes  No

Do you live with the effects of any gradual process injury, repetitive strain injury, a long-standing illness, mental health issue, medical condition, impairment (e.g. Asthma, hearing impairment, epilepsy etc) or injury, that may:  Yes  No

- a) be aggravated by the position you are applying for?
- b) affect your ability to effectively and safely carry out the functions of the position?

If you ticked Yes to either question above, please provide details:

## Other Applications

- Have you previously applied to join the NZSIS?  Yes  No
- Have you previously applied to join the GCSB?  Yes  No
- Or any other intelligence organisation?  Yes  No

If yes, please state which **agency**, the **position** you applied for and **date of application**:

## Employment

- Have you previously been employed by any armed forces or Government agency in NZ or overseas?  Yes  No

If yes, please state which **agency**, the **position** and **dates of employment**:

Is there anything that we haven't asked that you would like to tell us about, which may affect your application?

## Education

*Higher Education Institutions attended & qualification received/in training (University/Polytech etc)*

| Name and address | Dates attended | Title of qualification | Date     |          |
|------------------|----------------|------------------------|----------|----------|
|                  |                |                        | Received | Expected |
|                  |                |                        |          |          |
|                  |                |                        |          |          |
|                  |                |                        |          |          |
|                  |                |                        |          |          |

## Languages

- Are you competent in any language other than English?  Yes  No

If yes, please state which languages and your level of competency in each (slight, good, fluent or bilingual)

| Language | Speak | Read | Write |
|----------|-------|------|-------|
|          |       |      |       |
|          |       |      |       |
|          |       |      |       |
|          |       |      |       |

## Overseas Country Of Residence

List all countries (other than New Zealand) in which you have lived in for 6 months or more within the last 15 years or back to the age of 18. (Continue on separate sheet if necessary).

| From | To | Countries lived in | Reason for visit/stay |
|------|----|--------------------|-----------------------|
|      |    |                    |                       |
|      |    |                    |                       |
|      |    |                    |                       |
|      |    |                    |                       |
|      |    |                    |                       |

## Family Details

*If you are a legal adoptee, information is still requested. Enter the details of your adoptive parents and state your age when adopted. If brought up by a step-parent(s), guardian or anyone acting as a parent, please attach a separate sheet. If those listed are deceased, information is still required.*

### Father

Surname \_\_\_\_\_ First names \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_

Nationality at birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Present nationality \_\_\_\_\_

Occupation \_\_\_\_\_

### Mother

Surname \_\_\_\_\_ First names \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_

Nationality at birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Present nationality \_\_\_\_\_

Occupation \_\_\_\_\_

### Partner (please give details of spouse, de facto or fiancée)

Surname \_\_\_\_\_ First names \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_

Nationality at birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Present nationality \_\_\_\_\_

Occupation \_\_\_\_\_

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Do you have any other immediate family members (not listed above) who reside overseas?  Yes  No

| Full name | Relationship | Country of Residence |
|-----------|--------------|----------------------|
|           |              |                      |
|           |              |                      |

Motivation For Application: Vacancy Number: \_\_\_\_\_

What is your understanding of this role and what interests you about this position? I.e. why are you applying? (No more than 100 words)

What interests you about our organisation? Why do you want to work for us? (No more than 100 words)

Outline your suitability for the role: (No more than 100 words)

What is your current notice period? (I.e. when could you commence working for us?)

Availability for interview and/or assessment centre (if applicable)?

Please tick this box to confirm you have reviewed the salary range for this role and that it is in-line with what you are looking for in your next role.

Please tick this box to confirm you have reviewed our employment criteria and eligibility to apply and believe you will meet our security clearance requirements. Further information can be found on the following link - <https://www.nzic.govt.nz/beyondordinary/career>

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**Statistical Information**

*This information is requested for statistical purposes only and will only be reported in aggregated form to ensure that individuals cannot be identified.*

|  |   |                          |                         |
|--|---|--------------------------|-------------------------|
| <b>Which gender do you identify as:</b>                            |   |                          |                         |
| <input type="checkbox"/>   | Male  | <input type="checkbox"/> | Gender diverse          |
| <input type="checkbox"/>   | Female  | <input type="checkbox"/> | Prefer not to disclose  |
| <b>Which ethnic group do you identify with most:</b>               |   |                          |                         |
| <input type="checkbox"/>   | NZ European   | <input type="checkbox"/> | Pacific Peoples         |
| <input type="checkbox"/>   | European  | <input type="checkbox"/> | Asian                   |
| <input type="checkbox"/>   | NZ Maori  | <input type="checkbox"/> | Middle Eastern          |
| <input type="checkbox"/>   | Latin American                                      | <input type="checkbox"/> | African                 |
| <input type="checkbox"/>   | Other, please specify:                              |                          |                         |
| <b>Please tick the sector in which you are currently employed:</b> |   |                          |                         |
| <input type="checkbox"/>   | Public sector                                       | <input type="checkbox"/> | Non-labour force/casual |
| <input type="checkbox"/>   | Non Commercial                                      | <input type="checkbox"/> | Student                 |
| <input type="checkbox"/>   | Private sector (business)                           | <input type="checkbox"/> | Unemployed              |
| <b>Where did you first see or hear our vacancy advertised?</b>     |   |                          |                         |
| <input type="checkbox"/>   | GCSB website  | <input type="checkbox"/> | Newspaper               |
| <input type="checkbox"/>   | NZSIS website                                       | <input type="checkbox"/> | Referral                |
| <input type="checkbox"/>   | NZ Intelligence Community website (Beyond Ordinary) | <input type="checkbox"/> | Word of mouth           |
| <input type="checkbox"/>   | Seek  | <input type="checkbox"/> | TV                      |
| <input type="checkbox"/>   | Government Jobs                                     | <input type="checkbox"/> | Radio                   |
| <input type="checkbox"/>   | LinkedIn  | <input type="checkbox"/> | TradeMe                 |
| <input type="checkbox"/>   | National Security Workforce site                    | <input type="checkbox"/> | Twitter                 |
| Other, please specify:   |   |                          |                         |

Thank you for completing your application.

Please email this along with your **cover letter** and **current resume** to [careers@nzic.govt.nz](mailto:careers@nzic.govt.nz) quoting the **vacancy reference number** and your **full name** in the **subject line**.

***Reminder: If you give any information which you know to be false, or if you withhold relevant information, this may lead to your application being rejected, or, if you have already been appointed, to your dismissal.***

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