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 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.

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: _______________________________
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:

Security Clearance

Have you ever held a Government security clearance? ☐ Yes ☐ No
If yes, please state the country, level of clearance and year issued:

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?

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:
   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)

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<tr>
<th>Name and address</th>
<th>Dates attended</th>
<th>Title of qualification</th>
<th>Date</th>
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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)

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<tr>
<th>Language</th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
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**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).

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Countries lived in</th>
<th>Reason for visit/stay</th>
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**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
Address
Date of birth
Nationality at birth
Present nationality
Occupation

**Mother**

Surname
Address
Date of birth
Nationality at birth
Present nationality
Occupation

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

Surname
Address
Date of birth
Nationality at birth
Present nationality
Occupation
Do you have any other immediate family members (not listed above) who reside overseas?

☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Full name</th>
<th>Relationship</th>
<th>Country of Residence</th>
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Motivation For Application: Vacancy Number: _______________________

What interests you about this position? Why did you apply? (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
### Statistical Information & Ethnicity

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

<table>
<thead>
<tr>
<th>Which gender do you identify as:</th>
<th>Please tick the sector in which you are currently employed:</th>
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<tbody>
<tr>
<td>☐ Male</td>
<td>☐ Public sector</td>
</tr>
<tr>
<td>☐ Female</td>
<td>☐ Non Commercial</td>
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<tr>
<td>☐ Gender diverse</td>
<td>☐ Private sector (business)</td>
</tr>
<tr>
<td>☐ Prefer not to disclose</td>
<td>☐ Non-labour force/casual</td>
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<tr>
<td>☐ Other, please specify:</td>
<td>☐ Student</td>
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<tr>
<td></td>
<td>☐ Unemployed</td>
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</table>

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<th>Which ethnic group do you identify with most:</th>
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<tbody>
<tr>
<td>☐ NZ European</td>
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<tr>
<td>☐ European</td>
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<tr>
<td>☐ NZ Maori</td>
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<tr>
<td>☐ Latin American</td>
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<tr>
<td>☐ Other, please specify:</td>
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<th>Where did you first see or hear our vacancy advertised?</th>
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<tbody>
<tr>
<td>☐ GCSB website</td>
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<tr>
<td>☐ NZSIS website</td>
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<tr>
<td>☐ NZ Intelligence Community website (Beyond Ordinary)</td>
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<td>☐ Seek</td>
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<td>☐ Government Jobs</td>
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<td>☐ LinkedIn</td>
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<tr>
<td>☐ National Security Workforce site</td>
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<tr>
<td>☐ Newspaper</td>
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</table>

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**.