



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. 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:

(Both electronic and physical signatures acceptable)

Vacancy Number/Name	
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Personal Information

Surname: _____ First name: _____
 Middle name/s: _____ Known as: _____
 Previous names: _____

Contact Details

Mailing address: _____

 Permanent address: _____
 (if different from above) _____
 Mobile phone: _____ Home phone: _____
 Email address: _____

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

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

Education				
<i>Higher Education Institutions attended & qualification received/in training (University/Polytech etc)</i>				
Name and address	Dates attended	Title of qualification	Date	
			Received	Expected

Other NZIC Applications				
Have you previously applied to join the NZSIS?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you previously applied to join the GCSB?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Or any other intelligence organisation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please state which agency , the position you applied for and date of application :				

Other Government Employment				
Have you previously been employed by any armed forces or Government agency in NZ or overseas?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please state which agency , the position and dates of employment :				

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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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:

Motivation For Application

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/industry? I.e. 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)?

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Work location preference/s:

Most of our roles are based in Wellington but we also have opportunities elsewhere in New Zealand. Due to the nature of our industry, our work has to be conducted in our secure offices so you will need to be based in one of the following locations, even if the role is nationwide.

Wellington	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Marlborough	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Auckland	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					

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>

Additional Information Required For Security Clearance Eligibility -

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: (if yes please specify)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Type:
Passport number:					
Country of issue:					

General Information

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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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 any existing or pending criminal convictions? Yes No

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

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 required. 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: _____

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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: _____		
Do you have any other immediate family members (not listed above) who reside overseas? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Full name	Relationship	Country of Residence
Is there anything that we haven't asked that you would like to tell us about, which may affect your application?		

Thank you for completing your application.
 Please email this along with your **cover letter** and **current resume** to careers@nzic.govt.nz
 quoting the **vacancy reference number** and your **full name** in the **subject line**.



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Statistical Information			
<i>This information is requested for statistical purposes only and will only be reported in aggregated form to ensure that individuals cannot be identified.</i>			
Which gender do you identify as:			
<input type="checkbox"/>	Male	<input type="checkbox"/>	Gender diverse
<input type="checkbox"/>	Female	<input type="checkbox"/>	Prefer not to disclose
Which ethnic group do you identify with most:			
<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:		
Please tick the sector in which you are currently employed:			
<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
Where did you first see or hear our vacancy advertised?			
<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:			

*The NZIC recognises that our success requires us to have a workforce that reflects the community we serve and diversity in its widest context – where all people, regardless of difference are valued and respected. One way we show our inclusion of those with diverse sexual and gender identifies is with a Rainbow Tick accreditation which we proudly received in 2019. We are committed to building a workplace where we can say we have achieved – **He waka eke noa** – a canoe which we are all in with no exception.*

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