

*Application for*

*Appointment*

*Odyssey House Trust*

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with Odyssey House Trust. Please ensure you have

A copy of the job description and person specification before completing this application.

1. Please fully complete this form personally. Answer all questions and make sure you sign and date where indicated on page 6.
2. Attach curriculum vitae containing any additional information.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. If you are selected for an interview you may bring whanau / support people at your own expense. Please advise Odyssey House Trust in advance if this is your intention.
6. Shortlisted applicants will be asked to give consent to a check of police records.
7. Odyssey House Trust deals with people in vulnerable situations and has a duty to ensure potential employees have maintained personal standards of conduct and behaviour that do not compromise the integrity of the trust.

*Odyssey House Trust staff deal with experiences of people in relation to physical, emotional, and sexual abuse and neglect. If you have had similar experiences in your life you may wish to discuss the impact of dealing with such situations with a personal support person or professional, prior to applying.*

Odyssey House Trust actively promotes equal employment opportunities. To help us make sure we are receiving applications from both men and women from different ethnic backgrounds, we ask you to provide the information on page 9 of this form. The information you supply will be used for statistical purposes only and will be detached from the application. Your cooperation in responding to the EEO section is invited on a voluntary basis.

APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| Position Applied For: |  |
| Title | Mr/ Mrs / Ms / Miss / Dr |
| Or other preferred title: |  |
|  | |
| Surname / Family Name: |  |
| Firsts Name (in full) |  |
| Full Postal Address: |  |
| **Contact Details** | |
| Private telephone number: |  |
| Business phone number: |  |
| Mobile number: |  |
| Email: |  |

|  |  |
| --- | --- |
| Are you a New Zealand citizen? | Yes / No (please delete one) |
| If not, do you have resident status? | Yes / No (please delete one) |
| A current work permit? | Yes / No (please delete one) |
| Have you ever had a criminal conviction?  Refer to page 2 note 8.  If “yes” please detail: | Yes / No (please delete one) |
| Have you ever received a police diversion for an offence?  If “yes” please detail: | Yes / No (please delete one) |
| Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment?  If “yes” please detail | Yes / No (please delete one) |
| Are you awaiting sentence / currently have charges pending?  If “Yes” please state the nature of the conviction / cases pending: | Yes / No (please delete one) |
| Are you known or have you ever been known, by any name other than those stated above?  If “Yes” please list them: | Yes / No (please delete one) |
| In addition to other information provided are there any other factors that Odyssey House Trust should know to assess your suitability for appointment and ability to do the job?  If “Yes” please elaborate: | Yes / No (please delete one) |
| Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stressor repetitive strain injuries, which the task of this job may aggravate, contribute to?  If “Yes” please detail | Yes / No (please delete one) |
| Have you now, or at any time in the past, had any problems with addictions to alcohol or drugs?  If “Yes” please specify details | Yes / No (please delete one) |
| Do you have a current drivers licence? | Yes / No (please delete one) |

**Educational Qualifications:**

|  |  |
| --- | --- |
| Please state your last secondary level qualification: |  |
| Please state your tertiary level qualification/s: |  |
| Please state any other qualifications that relate to the position: |  |

**Employment History**

Please outline your employment history for the last 10 years, beginning with current or most recent employment:

|  |  |  |  |
| --- | --- | --- | --- |
| **Period**  **worked** | **Employers Name** | **Position Held** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Referees**

|  |  |
| --- | --- |
| "Odyssey House and it agents may wish to contact past employees, other persons and referees to obtain information about your background and suitability. If you do not provide authorisation for it to do so, then that may be taken into account in determining your suitability for the position. Do you authorise Odyssey House and its agents to contact third parties to obtain that information?" | Yes / No  (please delete one) |

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your paid or unpaid work performance – These should include at least two managers to whom you have reported directly

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Telephone** | **Relationship (e.g.) supervisor** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? | | | Yes / No (please delete one) |

The position you have applied for requires specific characteristics and qualities as stated in the person specifications. Please outline below how you meet these characteristics and qualities. Even though you are attaching a C.V. please fill this out in full. The contact person cited in the advertisement can assist with any questions you might have.

|  |  |  |
| --- | --- | --- |
| **Characteristics/**  **quality required** | **Past roles in which you**  **Have demonstrated this**  **Characteristic/quality** | **What did you do which demonstrated this characteristic/quality?** |
|  |  |  |
| **Skill** | **Definition** | **What experience have you had of this particular skill?** |
| **Working with service users** | Every person working in a mental health and addiction treatment service utilises strategies to engage meaningfully and work in partnership with service users, and focuses on service users’ strengths to support recovery. |  |
| **Working with Māori** | Every person working in a mental health and addiction treatment service contributes to whānau ora for Māori. |  |
| **Working with families/whānau** | Every person working in a mental health and addiction treatment service encourages and supports families/whānau to participate in the recovery of service users, and ensures that families/whānau, including the children of service users, have access to information, education, and support. |  |
| **Working within communities** | Every person working in a mental health and addiction treatment service recognises that service users and their families/whānau are part of a wider community. |  |
| **Challenging stigma and discrimination** | Every person working in a mental health and addiction treatment service uses strategies to challenge stigma and discrimination, and provides and promotes a valued place for service users. |  |
| **Law, policy and practice** | Every person working in a mental health and addiction treatment service implements legislation, regulations, standards, codes and policies relevant to their role, in a way that supports service users and their families/whānau. |  |
| **Professional and personal development** | Every person working in a mental health and addiction treatment service actively reflects on their work and practice and works in ways that enhance the team to support the recovery of service users. |  |

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |

EQUAL EMPLOYMENT OPPORTUNITIES

The following information is to assist us in monitoring the success of our equal employment opportunities policy.

|  |  |  |
| --- | --- | --- |
| Position applied for: | Location: | Vacancy No: |
|  |  |  |

|  |  |
| --- | --- |
| Please delete one | |
| Are you: | Female / Male |

|  |  |  |
| --- | --- | --- |
| Please state yes (s) that most clearly describes you ( one or two boxes only ). | | |
|  | | |
| New Zealand Maori |  | |
| New Zealand European |  | |
| Non-New Zealand European |  | |
| Samoan |  | |
| Cook Island Maori |  | |
| Tongan |  | |
| Niuean |  | |
| Tokelauan |  | |
| Fijian |  | |
| Indian |  | |
| Chinese |  | |
| Cambodian |  | |
| Vietnamese |  | |
|  | | |
| Please state other ethnic origin | |  |
| I do not want to provide this information | |  |