TARGET SHOOTING NZ Inc
targetshootingnz@xtra.co.nz

TSNZ EXECUTIVE OFFICER CONTRACT - APPLICATION FORM

This information you provide, along with verbal references and a personal interview should you be shortlisted for the position, will be used to make a decision regarding your suitability as Executive Officer with Target Shooting NZ. We require you to complete **all of the information** in this application form.

1. PERSONAL INFORMATION

1.1 Full Name .....

1.2 Date of Birth .....

1.3 Address .....

.....

1.4 Email Address .....

1.5 Mobile …… 1.6 TSNZ Nº …… 1.7 Firearms Licence Nº.....

2. GENERAL INFORMATION

2.1 Have you ever been known by another name? Y / N

If yes, please specify .....

2.2 Do you hold a current FULL New Zealand Drivers Licence? Y / N

2.3 Do you have any educational qualifications? Y / N

If yes, please give details:.....

……

2.4 Do you give us permission to Google search yourself? Y / N

3. MOST RECENT OR PRESENT POSITION

3.1 Most recent or present Employer ……

3.2 Position …… 3.3 Time in the position……..

3.4 Key duties……

……

3.5 If currently employed, notice period required ……...

3.6 If not currently employed, reason for leaving ……..……..……

……

4. MEDICAL INFORMATION

These questions are asked solely for the purposes or healthy and safety. We require this information to ensure that adequate health and safety measures are put in place for the successful candidate.

4.1 Do you live with the effects of any illness, injury or condition (physical or psychological) that may impact on your ability to carry out the requirements of the position or that may be further contributed to by the tasks or the position? Y / N

If yes, please specify ……

……

4.2 Do you have any medical conditions or a substance dependency which may affect your ability to effectively carry out the functions and responsibilities of the position applied for, or which may be aggravated or further contributed to by the functions and responsibilities of the position applied for? Y / N

If yes, please specify your health problems or disabilities ……..

……..

4.3 Is there anything else we should know that might affect your ability to carry out any work duties? This includes stating whether you have any sporting, or previous work injuries involving your head, back (spine), neck or limbs i.e. OOS? Y / N

If yes, please specify ……

……

5.0 CRIMINAL AND OTHER INFORMATION

Answering "Yes" to any of the following questions is not an automatic bar to acceptance but will be considered in relation to specific job requirements.

Under the Criminal Records (Clean Slate) Act 2004, you do not need to declare your New Zealand conviction if all the following apply:

- *It has been 7 or more years since your most recent conviction and you have not reoffended; and*
- *You have never had a custodial sentence imposed upon you; and*
- *You have never been detained in hospital by Court order instead of receiving a sentence; and*

- *You have paid any fines/costs/compensation/reparation; and*
- *You have not been disqualified from holding or obtaining a drivers licence.*

Regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:

- *you have ever been convicted of a sexual offence; or*
- *you have ever been disqualified from holding a driver licence for repeat offending involving alcohol/drugs; or the conviction was from overseas*

5.1 Are currently charged with any criminal offence? Y / N If yes, please specify:

……

……

5.2 Have you been convicted of, any criminal offence during the last 10 years? Y / N

If yes, please specify ……

……

5.3 Have you ever been the subject of an accusation and/or investigation for dishonesty by a previous employer? Y / N

If yes, please specify ……

……

5.4 Have you ever had an employment relationship problem? Y / N

If yes, please specify ……

……

5.5 Have you ever had a Firearms Licence refused or revoked? Y / N

If yes, please specify when, why, and if your Licence has now been re-issued……

……..

……

……

5.6 Is there anything else we should reasonably know that may impact on your suitability for this position?

Y / N If yes, please specify ……

……

……

6. VERBAL REFEREES – please provide two:

6.1 Name: _____

Title: _____

Company: _____

Mobile: _____

Email: _____

Relationship: (i.e. Previous Manager, Peer): _____

Has this Referee been contacted and are they aware they have been put as a referee? **Yes** **No**

Is it OK to contact this Referee immediately? **Yes** **No**

6.2 Name: _____

Title: _____

Company: _____

Mobile: _____

Email: _____

Relationship: (i.e. Previous Manager, Peer): _____

Has this Referee been contacted and are they aware they have been put as a referee? **Yes** **No**

Is it OK to contact this Referee immediately? **Yes** **No**

7. DECLARATION

I declare that all statements and answers in this application are true and complete and agree that any untrue or misleading answer, omission, concealment or failure to answer any questions fully, completely and accurately may be grounds for terminating my Contract, regardless of when it is discovered. By completing this application, I give TSNZ the permission to validate some of my answers with the appropriate authorities/institutions.

I understand that if I withhold relevant information or supply false or misleading information about me, my application may not be further considered. I also understand that my Contract may be terminated if, after investigation, TSNZ discovers that any information which I have provided is false or misleading.

I authorise TSNZ (where permission was given), or its agents, to investigate my references, to review my former employment record and to keep and preserve records of such investigations. Additionally, I release all parties from liability for any damage that may result from furnishing information to TSNZ or its agents.

I understand that the information I provide here will be retained by TSNZ in confidentiality only as long as needed for the Contract of TSNZ Executive Officer to be successfully awarded, at which point all information will be securely disposed of.

Signed on _____ (date) by:

_____	_____
Name	Signed

Please ATTACH a CV and forward this application to:

EXECUTIVE OFFICER APPLICATION
TSNZ President
PO Box 48-233
Auckland 0644

or

Email: steve@rtresults.co.nz

Applications close Friday 26th August 2022