



## APPLICATION FACT SHEET

Thank you for your interest in working for Kapiti Coast District Council (“Council”). This fact sheet explains why some of the questions on your application form are being asked.

### Personal Details

Council requires this information to ensure that there is an accurate record of your contact details. These will be used to contact you regarding your application.

### Right to work

We must ensure that all staff members have a legal and valid right to work in New Zealand. If you have any doubt about your right to work in New Zealand please contact us.

### Driver’s Licence

There are some positions within Council that require you to travel by vehicle within the region. If you are applying for such a position, holding a current clean driver’s licence may be a requirement of the position and will be noted in the position description.

### Referees

We ask you to provide the contact details of at least two people who we can contact to discuss your application. Please try to include current or recent previous employers. If this is not possible you need to use people who can talk about the skills and strengths you have that are relevant to the position you are applying for.

### Pre-Employment Checks

In all dealings with members of the public, customers, and colleagues, employees of the Council must maintain a high standard of integrity, expertise and good character. It is vital that all those employed by Council are honest and trustworthy.

As part of our standard background checking process, we will complete the following checks for **preferred candidates following interview**. These are:

- criminal/traffic conviction checks by the Ministry of Justice
- credit check
- drug and alcohol testing
- referee checks.

The Application Form asks you to tell us of any convictions for criminal offences that you have, or of any charges pending against you. A criminal conviction will not necessarily exclude you from being considered for the position. It is important that you include all convictions, even those of a more minor nature and those that took place some time ago, except where you have had a record concealed under the Criminal Records (Clean Slate) Act 2004.

You must meet all of the criteria in section 7 of the Act before any conviction(s) can be concealed. The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. You must have:

- no convictions within the last 7 years; and
- not been convicted of a "specified offence"; and
- never been sentenced to a custodial sentence (e.g. imprisonment (including by way of home detention), corrective training, borstal) (including custodial sentences for fraud); and
- never been ordered by a Court during a criminal case to be detained in a hospital or secure facility due to your mental condition, instead of being sentenced; and
- paid in full any fine, reparation or costs ordered by the Court in a criminal case; and
- never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision.

If your criminal record has been concealed under this Act, you should answer “no” to the question “Do you have any criminal convictions (not including convictions under the Criminal Records Clean Slate Act 2004) existing or pending?” If you are not sure of the status of your criminal record you can request a copy from the Privacy Assistant of the Ministry of Justice, consult the Criminal Records Clean Slate Act for full information and/or seek independent advice. You can also refer to the Ministry of Justice’s website for more information [www.justice.govt.nz/services/criminal-records/criminal-records-clean-slate-act-2004](http://www.justice.govt.nz/services/criminal-records/criminal-records-clean-slate-act-2004)

There are a number of Council roles that require additional checks, e.g. health or police vetting. We will let you know if your role fits into this category and will require a further check. If you are appointed to the position, your employment will be subject to the successful completion of these checks.

Note that any information obtained may be checked with you for accuracy. Please also note that if you have not at any time prior to your appointment given Council any information that is relevant to the background checks or your general suitability for employment and/or you have provided any misleading or false information then this may be grounds for dismissal without notice.

### **Conflicts of Interest**

In all our dealings with members of the public, clients, and colleagues, we must be fair and reasonable and avoid any appearance or suggestion of preferential treatment, favouritism, bias or discrimination in relation to any individual or organisation. We need to know of anything that might constitute a conflict of interest or the appearance of a conflict of interest, or that may become a conflict of interest if you were to become a Council employee. We use this information to determine if action can be taken to manage the actual or potential conflict.

## **Pre-Existing Conditions**

It is important for us to know of any health issues or disability that you have that may affect how you perform aspects of the position you are applying for. If you are interviewed for the position you will be asked whether you have any physical or medical conditions or disabilities that might prevent you from performing the position satisfactorily. If you require special services or facilities, and it is reasonable for Council to support these, then we will work to accommodate you. Letting us know that you have a medical condition or disability will not exclude you from being considered for the position.

There are also some safety critical roles for which the preferred applicant will be required to undergo a pre-employment health check.

## **INTERVIEW AND APPLICATION PROCESS**

### **Shortlisting**

When applications have closed, a panel will convene to decide which applicants most closely meet the key competencies outlined in the role description and position advertisement. These applicants will then be offered an interview. All applicants will be informed at this point whether they have been successful in gaining an interview or not. If you are successful in gaining an interview you will be told the interview time, place, and location.

You are welcome to have whanau/support people present at your interview. However, any expenses involved in bringing support people to an interview are your own responsibility. If you intend to bring such support with you, please let the person managing the recruitment and selection process know in plenty of time before the interview, so that the proper arrangements can be made.

### **Preparing for the Interview**

The purpose of an interview is for the panel to meet you and to assess the match between you and the requirements of the position. Your aim during the interview should be to:

- show the panel that your skills, behaviours and knowledge match the requirements of the position
- demonstrate your understanding of the position and the organisation
- gather information about the position to help you decide if it is right for you.

Preparation is the key to a successful interview. Before the interview:

- read the role description carefully. Think about what is required in the position, and develop a list of examples to demonstrate you have the necessary skills and abilities
- think about the key messages and impressions that you want to give about yourself
- prepare any questions that you want to ask
- practice answering interview questions
- find out about the Council through our website: [www.kapticoast.govt.nz](http://www.kapticoast.govt.nz).

### **The Interview**

A typical interview panel will be made up of three people, including the person who will be the direct manager of the appointee.

## **The Appointment**

The guiding principles that support Council's recruitment and selection policies and processes are:

- selection will be on merit
- open, honest and transparent processes
- valuing diversity
- protecting privacy.

All shortlisted applicants will be told whether their applications have been successful or not as soon as possible after the interview.

We will keep the personal information you provide us (your cover letter, CV and application forms) until the end of the vacancy period. At this time all information about unsuccessful applicants will be destroyed. All Council offers of employment are conditional on passing, to the satisfaction of Council, pre-employment drug and alcohol testing, criminal background checks, verification of your entitlement to work in New Zealand, and pre-employment health checks for safety critical roles.