



NEW ZEALAND
HIGH COMMISSION

Application Form

Development Programme Coordinator

Please complete this application form and attach a current curriculum vitae (CV) and a cover letter addressing the criteria of the position description. If you do not complete and attach all documents, your application may not be accepted. In your cover letter, please describe:

- the reasons for your interest in the role, and,
- your key areas of expertise as compared to the 'Qualifications, Skills and Experience' requirements set out in the position description.

Personal details

Full name	
Address	
Phone (mobile or other)	
Email	
Citizenship	

Position applied for: Full-time or part-time	
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How did you learn of this vacancy?			
New Zealand High Commission website		Facebook	
Matangi Tonga		Word of mouth	
What's on in Tonga		Other (please state)	

Security clearance

Prior to taking up an appointment with the New Zealand High Commission, applicants are required to provide a police clearance.

Have you been convicted of a criminal offence (apart from minor traffic offences)?	YES / NO
If you answered yes, please provide a brief explanation: 	

Health

The New Zealand High Commission has a proactive health and safety approach to identify and manage hazards and to promote health and safety at work. We need to ensure that you have an understanding of the demands associated with working for the High Commission. Your responses to this section will not necessarily disqualify you from employment.

Do you presently suffer or have you suffered in the past, from any medical or physical condition or discomfort (including keyboard discomfort, gradual process injury, hearing) or mental health condition that may affect your ability to perform the functions and responsibilities of the position you are applying for?	YES / NO
If you answered yes, please provide a brief explanation: 	

Referees

Please identify three referees who are willing to be contacted for professional or personal comments. Two referees should be a current or previous employer or manager. Please provide a telephone number and an email address for each referee.

Full name	
Role/Title	
Phone (mobile or other)	
Email	

Full name	
Role/Title	
Phone (mobile or other)	
Email	

Full name	
Role/Title	
Phone (mobile or other)	
Email	

Equal employment opportunities

The New Zealand High Commission is committed to incorporating the principles of equal employment opportunities in its work and management practices. The following information is used by the High Commission to compile EEO statistics and to determine the effectiveness of our approach to recruitment.

It is not compulsory to respond to this section

Gender (Please state)	
Ethnicity (please state)	

Declaration and Signature

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

Signed _____

Date _____

Once you have completed this application form, please email this and a **current CV** and **cover letter** to nzhctonga@mfat.govt.nz; or deliver to:

Deputy High Commissioner
New Zealand High Commission
Corner Taufa'ahau and Salote Roads
Nuku'alofa

Privacy

The information you have provided will be protected. Personal information is required only for the purpose of assessing your application and will be retained, used and disclosed only in accordance with the New Zealand Privacy Act.