



**NEW ZEALAND**  
HIGH COMMISSION

## Application Form

### New Zealand Defence Adviser Office Manager

Please complete this application form and attach a current curriculum vitae (CV) and cover letter addressing the criteria in the position description.

In your cover letter, please briefly describe:

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

#### Personal details

<b>Full name</b>	
<b>Address</b>	
<b>Phone (mobile or other)</b>	
<b>Email</b>	
<b>Citizenship</b>	

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.

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

## Health

The New Zealand Defence Adviser Office 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 New Zealand Defence. 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
<b>If you answered yes, please provide a brief explanation:</b>	

## 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.

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

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

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

## 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**

Please email the **completed application form**, a **current CV** and **cover letter** to [nzhctonga@mfat.govt.nz](mailto:nzhctonga@mfat.govt.nz); or deliver to: the Reception Desk, 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.*