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| Expression of Interest FORM |

To enable us to fully consider your expression of interest for our CAC vacancy, the expression of interest form needs to be completed in full and forwarded to recruitment@rea.govt.nz. Applicants also need to submit the following documents:

* CV
* Cover letter supporting your application
* A copy of your driver’s licence or valid ID
* A copy of work visa (if applicable)

Note: Your expression of interest documentation will not be returned and all personal information collected will be stored and used in accordance with the Privacy Act 2020.

**Personal Information (The Privacy Act 2020) Statement**. The information supplied in your expression of interest documentation is being collected and stored by REA. The purpose for which the information is being collected is to determine your suitability for engagement with REA and will be stored for any positions for which you have expressed an interest. The information supplied by you will be kept by REA for recruitment purposes only. In accordance with the Privacy Act all applicants have the right to access and correct personal information held by REA in respect of them.

**Please Print Clearly**

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| PERSONAL DETAILS |
| Last Name |  |
| First Name |  |
| Preferred Name (if different from above) |  |
| Postal Address |  |
| Suburb |  |
| Town/City |  |
| Post Code |  |
| Daytime Contact Number |  |
| Mobile Phone Number |  |
| Email Address |  |
| Please indicate the best time and way to contact you |  |

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| Education and professional associations  |

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| CURRENT EMPLOYER (IF APPLICABLE) |
| Employer: |  |
| Position held: |  |
| Starting date: |  |
| Main responsibilities: |  |

Please list in order of relevance to the role. Further information may be supplied in your CV such as academic transcript and official results.

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| **Qualification / Membership** | **Date obtained / Current** | **Institution / Association** |
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| RIGHT TO WORK |
| Are you legally entitled to work in New Zealand? (i.e., as a citizen/permanent resident/holder of a current work permit) | Yes | [ ]  | No | [ ]  |
| Do you have a current work permit? |  Yes [ ]  |  No\* [ ]  |
| What is the expiry date? DD/MM/YY |  |
| \* If No, please provide additional details: |
| Do you have a current practising certificate or professional accreditation | Yes [ ]  | No [ ]  | N/A [ ]  |
| If yes please advise what certificate or accreditation you hold |  |
| \*If No, you may not be eligible to work at Real Estate Authority. Information about immigrating to New Zealand can be obtained by visiting the New Zealand Immigration Service website: [http://www.immigration.govt.nz](http://www.immigration.govt.nz/) |

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| Personal Attributes – What you think you have that will add value to the CAC role |
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| MEDICAL CONDITIONS |
| Have you had an injury, disability or illness that could be further aggravated by any tasks you may be required to perform? Note: this information is required to assist us in meeting our obligations to provide a safe workplace. Declaration of a medical condition will not rule you out of consideration. | Yes |[ ]  No |[ ]
| If Yes, please give details: |

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| BACKGROUND CHECKS  |

In all dealings, employees of the Real Estate Authority must be fair, reasonable and beyond reproach. For this reason, it is vital that all those engaged by the Real Estate Authority are honest and trustworthy. As part of the standard background checking process, we will require you to complete a criminal conviction check through the Ministry of Justice.

Criminal conviction checks will be required of the preferred candidate in the selection process, so these results may not be available until after commencement of employment. For that reason, any engagement will be conditional on REA being satisfied with the results of that check. Once received, the results from the Ministry of Justice will be checked for accuracy.

If at any time prior to your provisional appointment you have not given the Real Estate Authority any information that is relevant to the background checks, and/or you have provided any misleading or false information, this will be grounds for dismissal without notice.

Under the provisions of the Criminal Records (Clean Slate) Act 2004, you do not have to disclose offences against the law if you meet the following criteria:

* No convictions within the last 7 years; **and**
* You have never been sentenced to a custodial sentence; **and**
* You have never been ordered by a court, following a criminal case, to be detained in a hospital due to a mental condition; **and**
* You have no convictions for ‘specified offences’ under the Act; **and**
* You have never been indefinitely disqualified from driving.

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| Do you currently have any criminal charges pending or are you awaiting the hearing of any charges (whether civil or criminal)?  | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Are you under investigation for any potentially criminal matter or any other breach of legislation (including any investigation or charges laid by a professional disciplinary body)? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you been granted a Diversion by the Court? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you been convicted of any criminal or other offence, where the conviction was more than 7 years ago, and it does not meet the criteria for withholding disclosure as outlined above? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you been convicted of any criminal or other offence within the last 7 years? | Yes |[ ]  No |[ ]
| If Yes, please give details: |
| Have you ever taken a personal grievance against a previous employer? | Yes |[ ]  No |[ ]
| If Yes, please give details if permitted: |
| In the previous three years, have you been the subject of a serious misconduct investigation, concluded and upheld or currently under investigation, within a public service or Crown entity employer? | Yes |[ ]  No |[ ]
| If Yes, please give details, if permitted: |

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| referees |

Please indicate the name, telephone numbers and email address of anyone you would be happy for Real Estate Authority (or its representative) to contact about your suitability for the position. Ideally at your current manager and if you have had any other CAC type appointments the person you reported to.

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|  | Name | Contact Number(s) / Email Address |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

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| PRE-Engagement SCREENING |
| As part of our pre-engagement screening process, certain checks may be required to be undertaken e.g. criminal, credit and/or qualifications. If so, you will be asked to complete further documentation for this. |

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| Declaration of an actual or potential conflict of interest does not necessarily exclude opportunities within REA. The following question is to ensure we identify any interests which may give rise to conflicts whether actual, perceived or potential.Do you have any private or professional interests or associations that have the potential to impact on your ability to carry out, or be seen to carry out, your activities impersonally and in REA’s interest?  |
| Yes |[ ]  No |[ ]
| If yes, please specify your private / professional interest and /or associations. |

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| health and safety requirements  |

Declarations of a medical condition does not necessarily exclude opportunities with REA. The following questions are to ensure you can safely carry out the position. Declaration of a medical condition will not necessarily exclude you from opportunities at REA.

1. Are you aware of any current or former health related conditions that would affect your performance or ability to carry out the duties and responsibilities of the position or that may be aggravated or further contributed to by the work of the position for which you are applying? Yes [ ]  No [ ]

If yes, please specify the health problems / disabilities.

1. Do you currently have or have you ever had (including anything that may have resulted in a claim for compensation for incapacity) any gradual problem, disease, infection or symptom of occupational overuse syndrome (“OOS”) such as but not limited to aches, pains, numbness, tingly or burning sensations that may affect your ability to carry out the role? Yes [ ]  No [ ]

If yes, please provide details including if applicable, the nature of the condition, for which claims were lodged and date of lodgement.

1. If you have indicated a medical or health related condition that could affect your ability to carry out your job, please indicate whether you would be prepared to undergo a medical examination by a doctor nominated by REA (and at REA’s expense) to determine your ability to perform your job prior to us making a decision about your application.

 Yes [ ]  No [ ]

1. If you are currently suffering or have suffered in the past from injury or illness, are there any specific services or facilities which we could provide to enable you to carry out the work duties safely?

 Yes [ ]  No [ ]

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| AUTHORITY AND DECLARATION |
| * I have read and understood REA’s Personal Information (The Privacy Act 2020) Statement as set out above.
* I consent to the Real Estate Authority seeking verbal or written information about me from my listed referees and authorise the release of this information to the panel. This information is provided on the understanding that it is evaluative material in terms of Sections 29(1) and 29(3) of the Privacy Act 1993 and will not be disclosed to me unless the referee gives their specific permission.
* I consent to the Real Estate Authority conducting all pre-engagement and background checks.
* I consent to the disclosure to the Real Estate Authority of whether I have been subject to a conduct or serious misconduct investigation, either concluded and upheld or currently under investigation, from all present or previous professional bodies.
* I agree to participate in any medical screening to further determine my suitability for the position applied for, if requested by the Real Estate Authority.
* I declare that to the best of my knowledge the information in this form is complete and correct and I understand that if I give any incomplete, false or deliberately misleading information, or suppress any material fact in the process, I may not be accepted or if I am employed, my contract may be terminated.
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| Signature (sign/type) |  | Date |  |

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| Equal Opportunities (EO) |
| The Real Estate Authority is committed to EO, understanding the needs of their people and the elimination of all forms of unfair discrimination. To assist us in measuring our progress towards achieving our EO goals we would appreciate you taking the time to complete the following form. This provides us with useful information about staffing patterns and trends for different groups of people. The information will not be used for selection purposes. The information is confidential and used for reporting purposes only. Please tick what applies to you. |
| GENDER |
| Male |[ ]  Female  |[ ]
| I would prefer not to declare or non-defined |[ ]   |  |
| ETHNICITY |
| Please mark the space or spaces which apply to you: |
| NZ European/Pakeha  |[ ]  Filipino |[ ]
| Māori  |[ ]  Chinese |[ ]
| English |[ ]  Indian |[ ]
| Australian |[ ]  Japanese |[ ]
| Dutch |[ ]  Korean |[ ]
| Other European |[ ]  Cambodian |[ ]
| Samoan |[ ]  Other Asian |[ ]
| Cook Islands Maori |[ ]  Middle Eastern |[ ]
| Tongan | [ ]  | Latin American | [ ]  |
| Niuean | [ ]  | African | [ ]  |
| Fijian | [ ]  | Other (please specify) | [ ]  |
| Other Pacific Peoples | [ ]  | Prefer not to declare | [ ]  |
| DISABILITY  |
| Do you have a disability of any kind that restricts you in performing everyday activities, and which is long-term (lasting 6 months or more)? |
| Yes |[ ]  No |[ ]