

Application for (Position).....

Your personal information:

- The information collected on this form is for the purpose of assessing your suitability for the position.
- If your application is successful, this information will be kept on your personnel file and only used for Waikanae Christian Holiday Park (El Rancho) administration and management purposes, with limited personnel access.
- Your information will be held securely at our premises
- Under the Privacy Act 1993 you have a right to ask for access to and correction of any personal information we hold about you

Name
(family) (first) (other)

Address

Home Phone no. (0....)..... **Work phone number** (0....)

Email **Mobile phone number**

1. Qualifications

(please enclose a copy of your Curriculum Vitae to add more detail to this section)

- Give a brief description of schooling, tertiary education, academic or trade qualification.

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- List the abilities and skills you have that are relevant and/or complementary to this application

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- Provide a brief history of your previous work experience and positions you have held.

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- What personal qualities do you believe that you have that are relevant and/or complementary to this application (e.g. willingness to serve, outgoing, disciplined, adaptable, etc)?

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2. Personal

- El Rancho deals with a lot of schools, organisations and programmes who normally operate in a smoke free environment. Will this present any difficulty for you?

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- El Rancho has a no dogs policy for staff and no alcohol policy for guests on site. Please comment on whether this would present any difficulties for you

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- How do you respond to directions from those in positions of authority?

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- Do you have any existing health problem, condition, injury or complaint?

If yes, please comment

Do you have any physical, mental or other limitations or impairments that could affect your ability to carry out the duties described in the job description?

Yes / No If yes, please give details

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- Do you have any criminal conviction? Yes / No

If yes, please give details.....

- Please sign the Police Check form, attached.

- Could you tell us a little about your home situation – family, spouse, partner, children (please only answer this question if you are comfortable with us having this information)

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- Comment on your ability to work alongside others as part of a team.

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3. El Rancho – Life Happens Here

Our vision for El Rancho is “**to see every person enjoying life in its fullness**”

Our mission is to **create life-giving atmospheres that invite and inspire people to connect with Jesus and one another.**

As you can see El Rancho’s mission has its focus on christian ministry. For this reason we value having an understanding of applicants’ spiritual background (if any). Where you are unable to answer these questions simply state “not applicable”.

- El Rancho is an interdenominational ministry. Please comment on any reservations or personal preferences you have in this area

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Please state any church affiliation you have

Pastor's Name

Do we have permission to contact your Pastor? Yes / No

- What paid or voluntary service or Christian ministry have you been involved in?

4. Purpose

Please identify the reasons why you are applying for this position at El Rancho, for example do you sense a call. In support of this application you may also wish to comment on any other areas in which you believe you could make a contribution to life at camp.

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5. Referees

Please supply the names and contact details of people who can act as referees for you. We require at least one and preferably two from previous employers.

Name	Relationship	Phone Address or email

Please could you note where you heard about this vacancy

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Declaration

Before signing this application form I have read and understood the following:

1. It is essential that all information provided in this application is true and accurate.
2. I have disclosed every matter which might materially affect your decision to employ me.
3. I am agreeing to El Rancho contacting my referees and I am giving permission to check whether I have a criminal record. The form for this is attached and must be pre-signed (for NZ residents only).
4. If I require a work permit under the provision of the Immigration Act 1987, I agree to:
 - Provide WCHP with evidence that I hold a valid NZ work permit while working.
 - Immediately notify WCHP if my work permit is revoked or expires.
5. I understand that in the event of being employed by WCHP and any information I have given proves to be incorrect, that WCHP reserves the right to terminate my employment without notice.

Signed

Date