



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

Ministry of Foreign Affairs and Trade: Applying for a Role

Thank you for your interest in the Ministry of Foreign Affairs and Trade.

To apply for a role you need to fully complete the application form and attach a covering letter and curriculum vitae (CV). If you do not complete and attach all aspects, your application may not be accepted. A CV covering letter and completed application form are also required for existing Ministry employees.

Cover letter and CV

Your cover letter and CV will be evaluated to determine your expertise in the areas required by the position you are applying for. It is important you present your expertise and experience clearly, concisely, and accurately. While there is no strict restriction on the length of your cover letter and CV, conciseness is to your advantage as the key features of your experience are likely to be more obvious to the selection panel.

With 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.

Your CV should include the following information:

- your career history (with your current position presented first). Please do not use acronyms and abbreviations
- provide a brief explanation of any gaps in your work history
- the position title, beginning and end dates and name of the organisation, for all positions you have held
- key functional responsibilities in each position, and,
- your key achievements and role in achieving these (i.e. were you the lead or a contributor?)

Privacy

Personal information is required for the purpose of assessing your application and your suitability for employment within the Ministry. It will be retained, used and disclosed only in accordance with the Privacy Act 1993.

All information you provide as part of your application will be treated as confidential by the Ministry. If your application is successful, this information will be retained on your personal file and can be utilised for the purposes of your employment in the Ministry. If you are unsuccessful, all the information you have provided will be disposed of securely once an appointment has been made and all necessary action has been taken.

Once your application is received

Your application will be acknowledged by email and the Hiring Manager and selection panel will shortlist applicants. If you are unsuccessful in making the shortlist you will be advised by email. If you are shortlisted you will be advised of the selection process.

Interviews

Applicants wishing to have whanau or supporters present at interviews or who have any particular needs in the interview setting, perhaps because of a disability, are asked to advise the Ministry prior to the interview so arrangements can be made.

Mehemea e hiahia ana kia noho tou whanau, tou iwi tautoki ranei i tou taha i te wa whakahaere patapatai, he inoi atu tenei kia whakaatu mai tenei hiahia ki te Manatu nei i mua ra ano. Me penei ano hoki mehemea he tangata haua koe, a, ka riro ke ma tetahi atu e awhina koe. Ma te whakaatu moata mai, ka taea e te Manatu nga whakatikatika mo tenei ahua.

Background employment and security checks

It is critical that all employees of the Ministry are honest, trustworthy, able to perform the position to a high level and obtain and maintain appropriate levels of security clearance. The standard for all Ministry positions is that you 'Must be able to obtain and maintain an appropriate New Zealand Government Security clearance'. The application form asks a number of questions about your background, including your citizenship, any criminal record and your health. Questions will also be asked at interview and reference checks. For the preferred candidates offers of appointment are conditional on the satisfactory completion of a national security clearance and criminal record checks.

References

The Ministry checks a minimum of two references prior to an appointment and at least one of these will be an applicant's recent manager. Please have prepared three referees who are willing to be contacted for comments should you be asked to provide them. If you are applying from the employed workforce at least two referees must be recent previous managers. If you are a current or previous Ministry employee note that a condition of submitting your application is that you provide permission for the Ministry to seek comments from your current and/or former Ministry manager(s) for the purposes of assessing your suitability for the vacancy you are applying for.



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Application Form

Personal Details

Full name	
Address	
Phone (Cell or other)	
Email	

Position applied for (please state the job title from the advertisement)	
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Are you a NZ citizen? <i>(please delete one)</i>	YES / NO
If no, are you a NZ resident? <i>(please delete one)</i>	YES / NO

How did you learn of this vacancy? <i>(Please place X next to the most suitable option)</i>			
MFAT website		Trade Me	
SEEK		Word of mouth	
Newspaper		Other (please state)	
Govt Jobs online			

Current or former MFAT employee:

Are you, or have you ever been employed by the Ministry of Foreign Affairs and Trade? <i>(please delete one)</i>	YES / NO
<p>If you are a current or previous Ministry employee note that a condition of submitting your application is that you provide permission for the Ministry to seek comments from your current and/or former Ministry manager(s) for the purposes of assessing your suitability for the vacancy you are applying for. Accordingly for your application to be considered you must indicate your agreement to the following:</p> <p>I authorise the Ministry of Foreign Affairs and Trade to contact HRG and my current and/or former manager(s) in the Ministry of Foreign Affairs and Trade for the purposes of conducting reference checks to assess my suitability for the position for which I have applied. I authorise my current and/or former manager(s) to release personal information about me to the Ministry of Foreign Affairs and Trade for this purpose.</p> <i>(please delete one)</i>	AGREE / DISAGREE

Security clearance:

Prior to taking up an appointment with the Ministry of Foreign Affairs and Trade, applicants are required to undergo a security vetting process which involves police and credit checks. Under the provisions of the Criminal Records (Clean Slate) Act 2004, you do not have to disclose details of 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.

Have you been convicted of any offence against the law, where the conviction was more than 7 years ago and does not meet the criteria for withholding disclosure as outlined above?	YES / NO
Have you ever been convicted of any offence against the law within the last 7 years or do you have any criminal charges pending (apart from minor traffic offences)?	YES / NO
If you answered yes to either of these questions please provide a brief explanation:	
<p>Please also note that if you were to become the preferred applicant for the position you would be required to provide your consent to the New Zealand Security Intelligence Service to access personal information about you for the purposes of assessing your suitability to have on-going access to classified national security information. This includes:</p> <ul style="list-style-type: none">○ convictions and other records held by New Zealand Police and other law enforcement agencies, including any convictions outside the last 7 years;○ records held by security or intelligence agencies of New Zealand or other countries; and,○ information held by any other organisation or any person, in addition to those you nominate as referees.	
Have you ever held a security clearance previously?	YES / NO
If yes, at what level?	CONFIDENTIAL SECRET / TOP SECRET
Is this clearance still current or expired?	CURRENT / EXPIRED
What organisation was this for:	

Health:

The Ministry 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 Ministry. 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 OOS, gradual process injury, hearing) that may affect your ability to perform the functions and responsibilities of the position you are applying for? (Please delete one)	YES / NO
Do you presently suffer or have you suffered in the past, from any mental health conditions which may affect your ability to perform the functions and responsibilities of the position you are applying for? (Please delete one)	YES / NO
If you answered yes to either of these questions please provide a brief explanation:	

Equal employment opportunities

The Ministry of Foreign Affairs and Trade is committed to incorporating the principles of equal employment opportunities in its work and management practices. The following information is used by the Ministry to compile EEO statistics and to determine the effectiveness of our approach to recruitment.

It is not compulsory to respond to this section

Gender <i>(Please state)</i>	
Ethnicity <i>(please state)</i>	

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

Next steps:

Once you have completed this application form, please email this along with a **current CV** and **cover letter** to hrgeoi@mfat.govt.nz