**Employment Application**

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| New Zealand Embassy, Seoul | | | | | | | |
| Position applied for | **Executive Assistant** | | | | | | |
| Location | **Seoul, South Korea** | | | | | | |
| Application closing date | **26 October 2025** | | | | | | |
| Personal details | | | | | | |
| Full name |  | | | | | |
| Postal address |  | | | | | |
| Telephone |  | | Citizenship | | |  |
| Referees | | | | | | |
| Please identify two referees whom we may contact. These should be recent line managers. Referees will only be contacted following an interview, with your permission. | | | | | | |
| Referee name |  | | Position | | |  |
| Contact address **Email address** |  | | Telephone number | | |  |
| Referee name |  | | Position | | |  |
| Contact address **Email address** |  | | Telephone **number** | | |  |
| Other information | | | | | | |
| Do you have any medical condition or injury that may affect your ability to effectively carry out the tasks and functions of the position applied for? | |  | | | | |
| Have you ever been subject to a disciplinary process?If so, have you ever received a warning, or sanction of any sort or been dismissed? | |  | | | | |
| Have you ever been convicted of a criminal offence? If so, please provide details. | |  | | | | |
| Are you aware of any potential or real conflicts of interest in working for the Embassy/Post? | |  | | | | |
| Do you hold a current and clean driver’s licence? | |  | | | | |
| If you are appointed to this position, your appointment with the Embassy/High Commission you will be required to undergo a security vetting process, which will include police and credit checks. Do you have any reservations about these requirements? | |  | | | | |
| What are your salary expectations? | |  | | | | |
| Interview arrangements | | | | | | |
| If you wish to have a support person present at interviews or have any particular needs in the interview setting, please advise us below. | | | | | | |
| Declaration | | | | | | |
| 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 the recruitment process, or if appointed be liable to be dismissed. | | | | | | |
| Signature of applicant |  | | | Date |  | |
| Privacy statement | | | | | | |
| The information you have provided will be treated in confidence. Personal information is required only for the purpose of assessing your application. | | | | | | |