

# New Zealand Consulate-General, Los Angeles

## Application Form

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We want our people to reflect the diversity of New Zealand and the communities we represent – valuing and respecting the contributions of staff with diverse backgrounds, experiences, skills and perspectives. We value the transferable skills and points of view that both career and life experience bring to the table.

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Position details	
<b>Position applied for</b>	Administration Manager, Los Angeles
<b>Application closing date</b>	Midnight, Monday 18 May (NZ time)

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Personal details			
<b>Full name</b>			
<b>Postal address</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>Email</b>		<b>Citizenship</b>	

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Relevant Experience	
<b>Details</b>	Briefly summarise your relevant experience for the position of Administration Manager. (You should also attach a cover letter and curriculum vitae to supplement the information you provide in this section.)

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Education details			
<b>Institute</b>		<b>Location</b>	
<b>Period</b>		<b>Qualification</b>	
<b>Institute</b>		<b>Location</b>	
<b>Period</b>		<b>Qualification</b>	
<b>Institute</b>		<b>Location</b>	
<b>Period</b>		<b>Qualification</b>	

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**Application Form Continued**

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<b>Employment details</b>			
<b>Current Employer Position</b>		<b>Period</b>	
<b>Description of Duties</b>			
<b>Employer Position</b>		<b>Period</b>	
<b>Description of Duties</b>			
<b>Employer Position</b>		<b>Period</b>	
<b>Description of Duties</b>			
<b>Employer Position Description of Duties</b>		<b>Period</b>	

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<b>Referees</b>			
<p>Please identify three referees who we may contact. At least one, preferably two, should be a current or most recent direct manager/employer. An HR manager can be used in lieu of direct manager if necessary.</p> <p>Please provide a contact address and telephone number for each referee. (Please note referees will not be contacted without permission.)</p>			
<b>Referee name</b>		<b>Designation</b>	
<b>Contact address</b>		<b>Telephone No.</b>	
<b>Email</b>		<b>Relationship</b>	
<b>Referee name</b>		<b>Designation</b>	
<b>Contact address</b>		<b>Telephone No.</b>	
<b>Email</b>		<b>Relationship</b>	
<b>Referee name</b>		<b>Designation</b>	
<b>Contact address</b>		<b>Telephone No.</b>	
<b>Email</b>		<b>Relationship</b>	

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## Application Form Continued

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<b>Other information</b>	
Do you have the right to live and work in the US? If so, please provide details (e.g. your citizenship or of your visa).	
Do you have a current NZ or US Driver's Licence?	
Do you have any medical condition or injury that might affect your ability to effectively carry out the tasks and functions of the position applied for?	
Have you ever been convicted of a criminal offence? If so, please provide details. (Exclude minor traffic offences.)	
Prior to taking up an appointment with the Consulate-General you would be required to undergo a security vetting process, which involves police and credit checks. Do you have any reservations about these requirements?	
You must be able to obtain and maintain an appropriate NZ Government Security clearance.	
If you are appointed to the position when would you be available to commence duties?	

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<b>Interview arrangements</b>
<p>Shortlisted applicants only will be contacted.</p> <p>Applicants who have any particular needs in the interview setting, perhaps because of a disability, are asked to advise the Consulate-General prior to the interview so arrangements can be made.</p>

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**Application Form Continued****Privacy statement**

The information you have provided will be treated in confidence. Personal information is required only for the purpose of assessing your application.

By submitting your personal information, you are consenting to us holding and processing the data as part of our recruitment process. Your data will only be retained for as long as is permitted by US legislation and will then be destroyed.

If your application is successful, personal data gathered during the recruitment exercise will be transferred to your Human Resources file at the Consulate-General and retained during your period of employment.

**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 appointment, or if appointed be liable to be dismissed.

<b>Signature of applicant</b>		<b>Date</b>	
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**Please complete all sections of this form and return it to:**

**Email: [nzcg.la@mfat.govt.nz](mailto:nzcg.la@mfat.govt.nz)**

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