

New Zealand Embassy, Manila

Application Form

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.

Position details	
Position applied for	Team Administrator (Property), Manila
Application closing date	Tuesday, 8 September 2026 midnight (NZ time) / 8pm (PH time)

Personal details			
Full name			
Postal address			
Telephone		Mobile	
Email		Citizenship	

Relevant Experience	
Details	Briefly summarise your relevant experience for the position of Team Administrator (Property). (You should also attach a cover letter and curriculum vitae to supplement the information you provide in this section.)

Education details			
Institute		Location	
Period		Qualification	
Institute		Location	
Period		Qualification	

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Application Form Continued

Referees			
Please identify two 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.			
Please provide a contact address and telephone number for each referee. (Please note referees will not be contacted without permission.)			
Referee name		Designation	
Contact address		Telephone No.	
Email		Relationship	
Referee name		Designation	
Contact address		Telephone No.	
Email		Relationship	

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Other information	
Do you have the right to live and work in the Philippines? If so, please provide details (e.g. your citizenship or of your visa).	
Do you have a current 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 Embassy you would be required to undergo a security vetting process, which involves police and credit checks. Do you have any reservations about these requirements?	
If you are appointed to the position, when would you be available to commence duties?	

Interview arrangements
Shortlisted applicants only will be contacted. Applicants who have any particular needs in the interview setting, perhaps because of a disability, are asked to advise the Embassy prior to the interview so arrangements can be made.

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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 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 Embassy 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.

Signature of applicant		Date	
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Please complete all sections of this form and return it to:

Email: NZEMManila@mfat.govt.nz
