

New Zealand High Commission Singapore

Application Form

Position applied for	Events & Visits Coordinator		
Location	New Zealand High Commission Singapore 1 George St #21-04 Singapore 049145		
Application closing date	16 May 2025		
Personal details			
Full name			
Postal address			
Telephone		Citizenship	
Education details			
Institute		Qualifications	
Institute		Qualifications	
Institute		Qualifications	
Institute		Qualifications	
Employment details			
Employer		Period	
Position			
Employer		Period	
Position			
Employer		Period	
Position			
Employer		Period	

Position			
Experience			
In 200 words or less, please describe how your experiences would make you a successful Events & Visits Coordinator.			
Referees			
Please identify two referees whom we may contact. We will only contact referees following an interview, with your permission.			
Referee name		Position	
Contact address		Telephone number	
Email address			

Referee name		Position	
Contact address		Telephone number	
Email address			
Other information			
Do you have any medical condition or injury that may affect your ability to carry out the tasks and functions of the position applied for effectively?			
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 New Zealand High Commission?			
Do you hold a current and clean driver's licence?			
If appointed to this position, you will be required to undergo a security vetting process, which will include police and credit checks. Do you have any reservations about this requirement?			
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.			

Please complete all sections of this form and email it with your CV and covering letter to

Administration Manager
New Zealand High Commission Singapore
Recruit.sin@mfat.govt.nz