

APPLICATION FORM

STATE SERVICES COMMISSION
TE KAWA MATAAHO



Please complete your name below and each of Sections A to F of this form.

Refer to the 'Guide for Applicants' for further information on this form and the recruitment process.

Applicant name

Position applied for Chief Executive

Department Ministry for Women, Te Minitatanga mō ngā Wahine

Gender (circle one) Male / Female / Gender Diverse / Prefer not to say

Date of Birth

Which ethnic group do you belong to? Circle the group or groups which apply to you

New Zealand European Tongan

Māori Chinese

Samoan Indian

Cook Islands Māori Prefer not to say

Other (please state)

How did you find out about this position?

Word of mouth

New Zealand Government Jobs (www.jobs.govt.nz)

State Services Commission's website

SEEK

Other (please specify)

CONFIDENTIAL ONCE COMPLETE

Applicant's Name:

Section A - Capability self-assessment

The Chief Executive, Ministry for Women needs to be skilled in the capabilities identified in the position description. These capabilities have been outlined below. This capability self-assessment will be used to assist in the process of evaluating applicants.

Please provide a minimum of two examples for each capability area described below, detailing projects, tasks or occasions where you have demonstrated the capability.

These capability descriptors are based on the Leadership Success Profile. The full leadership success profile is available from the SSC website, please visit www.ssc.govt.nz/leadership-success-profile for more information.

Capability Descriptors

Leading strategically

Think, plan and act strategically; to engage others in the vision, and position teams, organisations and sectors to meet customer and future needs.

Leading with influence

Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.

Enhancing system performance

Work collectively across boundaries to deliver sustainable and long-term improvements to system and customer outcomes.

Managing work priorities

Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.

Enhancing people performance

Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.

Section B - Referee details

We are looking to create a 360 degree picture of your personal attributes, behaviours, and skills in relation to those detailed in the position description. To this end, please provide us with the details of referees at various levels who can make informed comment on your skills based on observations. These will be current and previous managers, peers, junior staff members, direct reports, or others.

Please ensure you provide each referee's name, title, relationship to you, and preferred contact phone number. If they are based outside of New Zealand, please also provide an email address for that referee.

As part of the recruitment process your referee or any related persons not named by you may need to be contacted at any stage.

Referee details

Section C - Authorisation in terms of the Privacy Act 1993

Authority to approach other referees

I authorise the State Services Commissioner, or his nominated representative, to approach persons other than the referees whose names I have supplied to gather information related to my suitability for appointment to the position of Chief Executive, Ministry for Women.

Signature:

Name printed:

Date:

Authority to verify qualifications and undertake credit checking

I authorise the State Services Commissioner, or his nominated representative, to verify the qualifications listed in my curriculum vitae. I also authorise the State Services Commissioner, or his nominated representative or agent, to undertake a credit check.

Signature:

Name printed:

Date:

Authority for security checking and vetting of personal suitability

I give my authority to be security checked and vetted by the New Zealand Police, the Serious Fraud Office and the New Zealand Security Intelligence Service in the event that I am considered suitable for appointment to the position of Chief Executive, Ministry for Women.

Signature:

Name printed:

Date:

- 1. Are you a New Zealand citizen?
- Are you a New Zealand resident?
- Citizenship(s) held - please list all:

Yes / No
Yes / No

2. The appointee will be subject to a New Zealand Government Confidential security clearance. Please detail any areas of concern that may prevent you from gaining a Confidential security clearance.

Section D - Criminal conviction declaration

Have you ever been convicted of any offence against the law, in New Zealand or any other country? Yes No

(Please note: This question is subject to the provisions of the Criminal Records (Clean Slate) Act 2004. This Act gives eligible individuals the right in some circumstances to withhold information about their convictions. See the 'Key Legislation' section of the 'Guide for Applicants' for further information about this point.)

Do you have any criminal charges pending, in New Zealand or any other country? Yes No

If the answer to either question is YES please provide full details, including the date and nature of the charges (and the expected hearing date if applicable):

(Please note: A false declaration about prior convictions and/or pending prosecutions will invalidate your application.)

Signature: Date:

Section F - Leadership Insight report

I give SSC permission to access my Leadership Insight report (where this assessment has been previously completed) for the purposes of this recruitment process.

Signature: Date:

Section F – Conflict of Interest Disclosure

Are you aware of any perceived, potential or actual conflict of interest you may have in applying for this position?

Yes No

If you have answered yes, please provide details below:

I agree to contact the State Services Commission immediately to disclose any perceived, potential or actual conflict of interest during the recruitment process

(Please note that this will not invalidate your application but will be taken into consideration)

Signature:

Date: