



## APPLICATION FOR EMPLOYMENT

**Thank you for applying for a position at the Parliamentary Counsel Office (PCO).**

We treat the information you let us have as confidential. It is made available only to those involved in the selection and appointment process.

For ease of processing and photocopying, please do not send CVs and applications bound, or in folders.

Please check that you have supplied all the information we have asked for.

## SUBMITTING YOUR APPLICATION

Please send your completed application including:

- Covering Letter
- Application Form
- Curriculum Vitae

To: [applications@pco.parliament.govt.nz](mailto:applications@pco.parliament.govt.nz)

Or: Vacancy  
Parliamentary Counsel Office  
PO Box 18 070  
Wellington

**By vacancy close date**

# APPLICATION FOR EMPLOYMENT

Position applied for:

## Personal Details

First Name:

Family Name:

Postal Address:

## Other Contact Details

Home Phone:

Leave message

Work Phone:

Don't leave message

Mobile Phone:

Email Address:

## Curriculum Vitae (CV) Checklist

Please complete this form and return it with a covering letter of application and your CV for each position applied for.

Your CV should contain the following:

- Full employment history (most recent position first);
- Education, training and qualifications which are relevant to the position;
- Academic transcripts of tertiary qualifications, if applicable;
- Specific skills, strengths, competencies and abilities relevant to the position;
- Any other relevant information and details of experience;
- Names of two referees.

## Citizenship/Residential Status

<input type="checkbox"/>	NZ Citizen	<input type="checkbox"/>	Require but do not hold NZ Work Permit
<input type="checkbox"/>	Permanent NZ Resident	<input type="checkbox"/>	Hold NZ Work Permit
<input type="checkbox"/>	Australian Citizen	<input type="checkbox"/>	Permanent Australian Resident but not NZ or Australian Citizen

---

**Health**

Have you ever suffered an injury, health problem or a medical condition that may affect your performance in the job applied for, for example back or OOS problems?

Yes       No

If yes, how might the PCO accommodate your condition? .....

.....

---

**Criminal Convictions**

Have you been convicted of any offence, in New Zealand or overseas, within the last 10 years? (Do not include minor traffic infringement notices such as parking offences)

Yes       No

Do you have any criminal charges pending?

Yes       No

If 'yes' for either question please give brief details:

.....

.....

.....

---

**Conflicts of Interest**

Do you have an interest in any matter which may conflict with the interests of PCO or with your ability to serve the PCO in a fair, impartial, responsible and trustworthy manner?

Yes       No

If yes, please give brief details:

.....

.....

---

**Declaration**

I certify that all the information I have provided in relation to my application is correct, and understand that if I have omitted important information or provided misleading information, I may be disqualified from further consideration, or, if appointed, may be liable to dismissal.

I give the PCO permission to contact the referees named in my CV, if required. The PCO will inform you before it contacts them.

.....  
Signature

...../...../.....  
Date



---

## External Checking

As part of its pre-employment assessment of applicants, the PCO may complete all or some of the following checks:

- Insolvency check
- Credit check
- Security check.

Information derived from these checks will be taken into account in considering your application. The PCO will let you know which checks are to be made before it asks for them.

I authorise the PCO to perform these pre-employment checks at its discretion.

.....  
Signature

...../...../.....  
Date

---