# **New Zealand High Commission Singapore**

# **APPLICATION FORM**

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| Position applied for | **Office Manager (Defence)**  |
| Location | New Zealand High Commission Singapore1 George St #21-04Singapore 049145 |
| Application closing date | **20 June 2024** |
| 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 Office Manager.  |
|  |
| Referees |
| Please identify two referees whom we may contact. Referees will only be contacted following an interview, with your permission. |
| Referee name |  | Position |  |
| Contact address**Email address** |  | Telephone number |  |
| Referee name |  | Position |  |
| Contact address**Email address** |  | Telephone**number** |  |
| Other information |
| Do you have any medical condition or injury that may affect your ability to effectively carry out the tasks and functions of the position applied for? |  |
| 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