# **New Zealand High Commission Singapore**

# **APPLICATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | |
| Position applied for | **Office Manager (Defence)** | | | | | | | | | | |
| Location | New Zealand High Commission Singapore  1 George St #21-04  Singapore 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](mailto:recruit.sin@mfat.govt.nz)