

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		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 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