

Employment Application

New Zealand Embassy, Seoul			
Position applied for	Executive Assistant		
Location	Seoul, South Korea		
Application closing date	7 August 2024		
Personal details			
Full name			
Postal address			
Telephone		Citizenship	
Referees			
Please identify two referees whom we may contact. These should be recent line managers. 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 Embassy/Post?			
Do you hold a current and clean driver's licence?			

<p>If you are appointed to this position, your appointment with the Embassy/High Commission you will be required to undergo a security vetting process, which will include police and credit checks. Do you have any reservations about these requirements?</p>			
<p>What are your salary expectations?</p>			
<p>Interview arrangements</p>			
<p>If you wish to have a support person present at interviews or have any particular needs in the interview setting, please advise us below.</p>			
<p>Declaration</p>			
<p>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.</p>			
<p>Signature of applicant</p>		<p>Date</p>	
<p>Privacy statement</p>			
<p>The information you have provided will be treated in confidence. Personal information is required only for the purpose of assessing your application.</p>			