**Name**

**Phone**

**Email**

1. Are you able to legally work in NZ long-term?
2. Is there anything else we should be aware of that would affect your ability to undertake this job as per the job description?
3. What has attracted you to apply for this position?
4. What strengths and skills do you think you could offer this ministry?
5. Please comment on your alignment with our values.
6. How would you rate your efficiency and creativity with graphic design? Kindly attach a sample of your own recent work.
7. Briefly describe your experience in, and knowledge of marketing.
8. List your experience in designing, maintaining and optimising websites so that they perform well in search rankings. Please include the URLs for these websites.
9. How would you go about creating content for our social media platforms, and implementing campaigns to lift our profile?
10. Please disclose all criminal convictions unless covered by the Clean Slate Act 2004. You are advised to refer to the Ministry of Justice Website for further information if necessary
(https://www.justice.govt.nz/criminal-records/)

**Declaration**

I, ............................................................................................................. [full name] declare that to the best of my knowledge, the answers to the questions in this application, and the information in my CV, are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted by this organisation or if appointed to the position may be dismissed.

I give the John Paul II Centre for Life Trust Board the right to check with those Referees, including current and former employers, which I have supplied in my CV, any information relevant to my application.

I further give the John Paul II Centre for Life the authority to do a criminal conviction check, as this is also a requirement of this position.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hiring Process and notes for this position**

* Handwritten or typed applications are acceptable. If the application is typed, please sign in pen and either scan it or send in a hard copy.
* All applications, CVs and covering letters will be read by the appointment subcommittee. A shortlist will be determined and shortlisted candidates will be invited for an interview
* All candidates will be contacted at this time.
* Following all the interviews, the panel will decide upon a preferred candidate and references will then be checked.
* Once this is completed the JPII Centre Trust Board will confirm their preferred candidate and the
* candidate will be contacted.
* Please note that all terms of any offer of employment will be in the written job offer sent to the
* preferred candidate.
* Unsuccessful candidates from the interviews will be contacted.