

Application for Employment Form

Please complete the following application form and return to:

Stepping Stone Trust
HR Department
P.O. Box 33 103
Barrington
CHRISTCHURCH, 8244

or

126 Lincoln Road
Spreydon
CHRISTCHURCH, 8024

Position: _____

Name: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Are you a citizen of New Zealand? Yes / No

If Yes, can you produce evidence if required? Yes / No

If No, do you have the right of residence or a work visa? Yes / No

If Yes, what is the current expiry date of this visa? _____

Is English your second language? Yes / No

If Yes, what is your combined IELTS score? _____

Do you have a full Car Driver's License? Yes / No

If No, what is the timeframe around achieving this? _____

Where did you hear about us/this position? _____

Can you use information technology effectively e.g. a cell phone, the internet, e-mail and word processing? Yes / No

Do you have a current First Aid Certificate? Yes / No Expiry Date:

Do you hold a Professional Association membership/s? Yes / No

If so, with whom? _____

Has there been a time when your professional body has been required to address work safety issues with you and/or are there any actions pending by your professional body which may affect your ability to carry out the duties required for the position you are applying for? Yes / No

If yes, please describe: _____

We will contact this body under the requirements of the Vulnerable Children's (Requirements for Safety Checks) Regulations 2015 (any information held by, or known to, that body that may be relevant to an assessment of the person. It is sufficient compliance if we obtain confirmation that the person is currently a member of the body and/or currently licensed registered, as the case may be)

Briefly describe why you are applying for a position at this time: _____

By way of CV or separate sheet of paper, identify a minimum of the previous 5 years work history (if you are unable to, please state why e.g. School leaver, student, domestic carer) including a brief description of each role held in that time

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REFEREES

Note: Referees will be contacted after applicants are interviewed. Please ensure that Employer referees are an immediate or recent past supervisor or manager.

Name: _____

Address: _____

Employer Referee 1

Phone: _____

E-mail: _____

Name: _____

Address: _____

Employer Referee 2

Phone: _____

E-mail: _____

Name: _____

Address: _____

Personal Referee

Pastor/Workmate/Friend

Phone: _____

E-mail: _____

In accordance with Principle 11 of the Privacy Act, I _____ (name) authorise Stepping Stone Trust to collect such personal information about me from the named referees as is necessary to assess my suitability for employment with Stepping Stone Trust and I authorise Stepping Stone Trust to disclose such personal information as is necessary for the same purpose. I agree that all referee reports obtained for the purpose of this application will be confidential to Stepping Stone Trust and will not be available for me to read.

Signed: _____ Yes / No

HEALTH AND DISABILITY

The purpose of gathering the following information is to enable Stepping Stone Trust to determine whether you have any medical condition, injury or impairment which may affect your ability to perform the required work. It will also identify areas where there could be a health and safety risk to yourself or others relating to such condition, previous injury or impairment.

Please Note: For Staff, Stepping Stone Trust is a smoke free environment and we are required to promote smoking cessation with our clients. Staff who smoke may never do so while at work in front of clients or within / on our work sites. There is no smoking outside of our premises where clients may see staff smoking and we will not provide smoking time outside of set break times.

Have you ever had significant time off work (within the last two years) as a result of an illness, injury or infection that may affect your ability to perform the job applied for? If yes, please detail (including estimated time off, year occurred and reason): Yes / No

Do you have any physical injury/disability or mental health issues, present or past, likely to be aggravated by the position applied for? If yes, please give details: Yes / No

Are you be prepared to sign a consent form permitting us, as part of the recruitment process, to access your ACC claims history? Yes / No

Have you now, or at any time in the past, had any problems with or addictions to alcohol or drugs? If yes, please give details Yes / No

Do you have any driving convictions (other than parking fines?)
If Yes, what are they and when did they occur? Yes / No

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The following questions relate to your credibility and suitability for employment in a health organisation.

Police Vetting – Criminal History

Have you had any criminal convictions, or have actions pending which could result in a criminal conviction, in New Zealand or overseas? Yes / No

Are you aware of any pending matter which may affect the status of your current vehicle licence? Yes / No

If yes, please give details:

Charge: _____ Date: _____

Charge: _____ Date: _____

Please note - On acceptance for an interview you will be provided with a police check form to fill out. It may be that we make an offer of employment prior to receiving your police check back. It is imperative you inform us, within your clean slate rights, of any criminal issues. Also understand that should we employ you and find there is a criminal history incongruent with SST’s employee requirements – any contract of employment with you may be terminated.

NB If you have convictions for fraud, theft, violence or sexual violation or have been sentenced to imprisonment you are not covered by the Clean Slate legislation and should declare to us these matters above.

I understand that Police Vetting for criminal history is required subject to the Criminal Records (Clean Slate) Act 2004) and the requirements and implications of this for employment,

Signed: _____ Date: _____

Has your professional body taken any disciplinary action against you in the past or is there any action pending by your professional body which may affect your ability to carry out the duties required for the position you are applying for? Yes / No

If yes, please describe:

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The following question relates to your suitability for employment in a Christian organisation:

Please briefly describe in what ways you would work within and be supportive of the Christian philosophy of the Service? Where appropriate provide examples of where you have participated in and been supportive of Christian philosophies:

Is there anything you have planned that may impact your ability to meet the requirements of this role e.g. study, leave, personal arrangements?

Yes / No

If so, please state

DECLARATION of TRUTHFULNESS

I _____ (full name) declare that I have no criminal convictions especially in the areas of fraud, theft, violence or sexual violation, or any current proceedings in these areas (other than those entitled to be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

I also state that to the best of my knowledge, the answers in this application, and any other additional material, are correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, my application will be unsuccessful, or if I am employed, my employment may be terminated at the employers discretion. As well, I understand that any omissions or false information given in relation to any previous injuries etc. may result in my loss of entitlement for any compensation from the employer's ACC insurer.

In addition, I accept the documented processes toward being accepted for employment are evaluative and are based on the employer's judgement of my worth relative to other applicants. To this end I expect personal details held and gathered about me, will remain fully confidential to the employer. By ensuring confidentiality of my details, especially to other applicants, I state that I will have no claim to view or be party to other applicant's details.

I make this solemn declaration conscientiously believing the statements above to be true as also attested to by the witness' signature below.

Signed: _____

Date: _____

Witness (not immediate family) – should be friend/work colleague/neighbour

I have read the above statements made and signed by _____ (full name).
I am signing this declaration and testifying that they have assured me these statements are correct and truthful.

Full name: _____

Signed: _____

Relationship to Applicant: _____

Hint: should be friend/work colleague/neighbour

Date: _____

Note to Prospective Employees

Hi,

Thank you for considering Stepping Stone Trust as your employer. Once your application has been processed and you are considered a possibility for the role we will contact you to complete a brief questionnaire – all being well you may then be invited for an interview. An interview to discuss job fit is essential, however it is also important for you to show us how you function in our work environment.

To this end we may ask that you come into one of our units as a visitor to undertake some pre-employment tasks as part of a pre-employment observation. This achieves these aims:-

1. You get a feel for our work place, our client group and a small view of some of the demands within that. Not everyone is able to work in such environments and this view can assist you make a final decision about your sense of fit for this work.
2. We get to observe you do some small tasks e.g. baking, cleaning, or engage with clients in a recreational activity. This helps us to get a picture of your fit for us.

This is not a work trial and at this point you are not an employee or been offered a contract of employment. After this observation, we both consider if a fit is achieved; if not, the employment process stops. If so, then we will make an employment offer to you using our contracting process.

NB a **pre-employment observation**, is part of the interview process and is unpaid. It is not part of the **90 day trial** which covers your initial period of employment which is paid.

We will provide for you an offer of employment via letter and/or Individual Employment Agreement (IEA). This will need to be signed before you start work. Within this will be a 90 day Trial period subject to Sec. 67 (a) & (b) of the ER Act.

If you are uncertain about this difference, please speak with the senior HR staff for clarity before you do your pre-employment observation.

Please sign to indicate that you have read and understood this: _____

Some people hold permanent shifts or a role and then also work some casual shifts on an as required basis; perhaps in another role.

Casual Work

You agree to be available to work on an intermittent, as required basis.

We are not obligated to contact you for work and you are not obligated to work when we do contact you. However, we do ask that you commit to work at least 3 / three shifts per 4 weeks, as less than this creates a gap in your work continuity and in relationship with our clients.

When you agree to work a shift/s on a casual basis you have then entered into a contract of employment for those agreed to shifts and the terms and conditions of employment in your IEA apply. Each separate work period (shift or group of shifts) is a new contract of employment; we will pay you annual leave at 8% as you go.

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Working in a casual role gives you no ongoing rights to work in that role again, whether that is on a further casual, fixed term or permanent basis. If the role becomes available due to a change in the primary role holders circumstance, you may apply for the position alongside other candidates.

If you work for SST on a strictly casual basis, we will review your terms of employment every 6-9 months to determine if your work availability remains viable around our casual roster.

Fixed Term Contract Work

Where we need a role filled for more than around 4 weeks due to a special event e.g. the role holder being on leave or for a specified project e.g. a limited contract with the DHB, we may offer you a fixed term contract.

This will have a start date and a clear, no longer than, finish date. If we do finish it early we will give you reasonable notice.

The CDHB lets a number of 1-3 years contracts to NGO's like SST; most of these will be worked on a fixed term contract based around both the event and short term project nature of the contract. Some of our FT contracts may be to cover the likes of staff ACC or study leave.

Working in a fixed term contract gives you no ongoing rights to work in that role again whether that is on a further casual, fixed term or permanent basis. If the role becomes available, due to a change in the primary role holders circumstance, or becomes permanent; or where another similar, separate project becomes available you may apply separately for that alongside other candidates.

Permanent Work

This is where you are contracted on an ongoing, permanent basis into a number of shifts or a role. You hold full legal rights under your contract to function fully within the scope of this role and the terms and conditions of employment outlined in your IEA.

Please sign to indicate that you have read and understood this _____

If you don't understand these different work statuses please contact HR to discuss this further.



OUR MISSION

Motivated by Christ's love, Stepping Stone Trust journeys with people to find a place of standing, hope, recovery and wellness.

OUR VISION

To be an organisation which seeks to partner and collaborate with mana whenua ki waitaha to honour the treaty covenant through providing culturally informed services to deliver wellbeing for all.

In providing a place of standing, hope, recovery and wellness SST seeks to be:

- A mental health provider of first choice
- Leading innovation
- Flexible and responsive
- Holistic, client centred and strengths based
- Delivering evidence based practice that provides effective outcomes

CORE VALUES

Faith – supporting tangata whaiora (clients) and staff to explorer belief in God as a pathway to wellness

Grace – accepting and respecting people regardless

Hope – every person had value, potential and new possibilities

Love – being professional and showing respect in all our relationships

Integrity – practising accountability with each other and stakeholders