

## 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

1 Barry Hogan Place  
Riccarton  
Christchurch 8041

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Please fill out this section if you haven't applied online via our recruitment website.***

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 (eg. SWRB, NCNZ)? Yes / No

If so, with whom? \_\_\_\_\_

Has there been a time when a workplace or professional body has been required to address work conduct and/or safety issues with you? Are there any disciplinary actions that have happened or are 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).*

If you have not provided a cover letter along with your CV, briefly describe why you are applying for a position at this time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**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.*

**Smokefree Worksite:** 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.

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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

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Do you have compromised immunity or any medical condition that would limit your ability to work under government/MoH imposed work restrictions (eg. Covid-19)? Yes / No

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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

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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

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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

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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, which could result in a criminal conviction, in New Zealand or overseas? Yes / No

Do you 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** – We undertake a police check as part of our employment process. Sometimes these checks are processed and information available to us after your employment has commenced. 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 (please note, not all roles are subject to the Clean Slate process and are Clean Slate Exempt – eg. caregiving roles with youth).**

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

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*The following question relates to your suitability for employment in a faith-based 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:

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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

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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. We do not accept co-workers as professional referees.**

**Employer Referee 1**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Employer Referee 2**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Personal Referee**  
*Pastor/Workmate/Friend*

Name: \_\_\_\_\_

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

## DECLARATION of TRUTHFULNESS

I \_\_\_\_\_ (full name) declare that I have no criminal convictions (other than those stated) 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 phone-based questionnaire – all being well you may then be invited for a face to face interview. An interview to discuss job fit is essential, however it may also be 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 engaging 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. NB a **pre-employment observation**, is part of the interview process and is unpaid. 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.

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.

If you are uncertain about this difference, please speak with the 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.

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.



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If you work for SST on a strictly casual basis, we will review your terms of employment every three 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.

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## **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