



# Application and Declaration Form

## To accompany curriculum vitae

<b>Position</b>	Te Whanau O Waipareira Board of Trustees		
<b>Reference Number</b>			
<b>Where did you first see this position advertised?</b> E.g. Website, Facebook, Email, Newspaper, Word of Mouth, Radio, Hui			

### Personal Information

**Collecting and holding personal information:** This information is collected for the purpose of assessing your suitability for the Trustee position. If your application is successful this form will be retained on your personal file.

<b>Title</b>			
<b>Full Name</b>			
<b>Address</b>			
<b>Mobile</b>		<b>Home Phone</b>	
<b>Email</b>			
<b>Drivers License No.</b>		<b>Passport No.</b>	

What is your preferred method of contact? Email or Post?



## **Governance Background, Skills and Experience**

Please list experience

**Note:** Refer: Page 8 - Trustee Role Description  
To view Te Whānau O Waipareira's 25yr Strategic Vision: [http://www.waipareira.com/strategic\\_plan](http://www.waipareira.com/strategic_plan)

**Please attach your CV to this application. This must contain a brief bio and a photo.**

## **Demonstrate West Auckland Community Involvement**

## **Whakapapa/Pepeha**



## Referee Information

Please supply three verbal referees (not family members). In making this application, you consent to Te Whanau O Waipareira seeking verbal or written information about your suitability for the position from any of the referees you have nominated below. You authorize the information to be released to those involved in the selection process. The referees must include a current and at least one other recent employment-related referee. Generally personal referees will not be acceptable.

<b>1. Contact Person</b>		<b>Company</b>	
<b>Mobile</b>		<b>Phone</b>	
<b>Email</b>			

<b>2. Contact Person</b>		<b>Company</b>	
<b>Mobile</b>		<b>Phone</b>	
<b>Email</b>			

<b>3. Contact Person</b>		<b>Company</b>	
<b>Mobile</b>		<b>Phone</b>	
<b>Email</b>			

## Candidate Declarations

As part of the application process we gather and confirm as much relevant information as possible for the role you have applied for. This is to ensure we select the best person possible for the role and to also ensure we meet various legislative requirements. The information you provide will assist us with the selection process. If you are the preferred candidate, in addition to reference checking and qualification verification, further background checks will be undertaken, for the role you have applied for. These will include criminal history; credit check; fraud check; bankruptcy check; and Police vetting. We seek, as part of this application and declaration form, your written consent in advance to undertake such checks if you are the preferred candidate.



## Health Status

The following information is required to assist Te Whanau O Waipareira in meeting its obligations under the Health and Safety in Employment Act and the Injury Prevention Rehabilitation and Compensation Act, and to assess your ability to fulfill your role as Trustee.

<b>Have you had, or do you have, an injury, medical condition or disability – for example, hearing loss, sensitivity to chemicals, repetitive strain injury, mental illness or condition – that could be aggravated or further aggravated by the tasks and responsibilities that you would be required to perform in this role, or at the location(s) at which you would be required to undertake the work?</b>	Yes	No
<b>Do you believe this condition will affect your ability to carry out effectively and safely the functions and responsibilities of this role?</b>	Yes	No
<b>If yes to either of the above questions, give details</b> (Note: Te Whanau O Waipareira complies with the Human Rights Act and a declaration of an injury, medical condition or disability will not rule you out of consideration for the role):		
<b>Should you be appointed, would you require any specific equipment and/or particular environment/location etc to undertake the functions and responsibilities of the role?</b>	Yes	No
<b>If yes, give details:</b>		

## Criminal Charges and Convictions

<b>Have you been convicted of any offence against the law other than minor traffic offences?</b>	Yes	No
<b>If yes, give details:</b>		



<b>Do you have any criminal charges pending other than minor traffic offences?</b>	Yes	No
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**If yes, give details:**

**Note:** Individuals with minor convictions who have been conviction free for at least seven years, and who meet all other relevant criteria to put their past behind them, may conceal such convictions under the Criminal Records (Clean Slate) Act 2004. Further information refer to the Ministry of Justice [www.justice.govt.nz](http://www.justice.govt.nz)

## Additional Information

<b>Are you currently, or have you ever been, an employee of Te Whanau O Waipareira</b>	Yes	No
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**If yes, give date(s) and position(s) held:**

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<b>Do you have a spouse, partner, relative or household member working as an employee, contractor or consultant at Te Whanau O Waipareira?</b>	Yes	No
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(Note: your response to this question may be necessary to prevent potential conflict(s) of interest).

**If yes, give date(s) and position(s) held:**

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## Statutory Criteria Required of Trustees

Please read:

The disqualifying factors are set out in section 16 of the Charities Act 2005 and are listed below. They include being an undischarged bankrupt, being under 16 years of age, having a conviction for dishonesty within the last 7 years, as well as other criteria.

### **To Qualify, an Officer MUST NOT be:**

- undischarged bankrupt;
- younger than 16;
- convicted of a crime involving dishonesty and sentenced within the last 7 years;
- disqualified from being an officer under the rules of their organisation;
- disqualified by Charities Services under [section 31\(4\)](#) of the Charities Act 2005;
- subject to a property order under the [Protection of Personal and Property Rights Act 1988](#), or have their property managed by a trustee corporation under [section 32](#) of that Act (this relates to people who are not fully able to manage their affairs);
- prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Market Act 1988, or the Takeovers Act 1993;
- a body corporate that is being wound up, in liquidation or receivership or subject to statutory management under the Corporations (Investigation and Management) Act 1989.

An organisation will not qualify for registration if a current officer is not qualified and we do not grant a waiver to allow registration with that officer. If you wish to have an officer who is disqualified under section 16 of the Charities Act 2005; you will need to put a request in writing stating what disqualifying factors apply and why Charities Services should allow this person to be an officer of your organisation. We will consider your request and notify you of our decision in writing



## Applicant Declaration;

I, \_\_\_\_\_ (full name) declare that to the best of my knowledge, the answers to the questions in this application are correct.

I understand that this form, together with the written material I have supplied, will be held confidentially and used only for the purposes of this application. I agree to notify Te Whanau O Waipareira of any future change to the information supplied during the course of this application process and/or for my records should I be successful in obtaining a position on the Trust Board.

I agree to any such pre-checks as deemed necessary, these include criminal history; credit check; fraud check; bankruptcy check; and Police vetting being undertaken by Te Whanau O Waipareira for the role I have applied for.

I understand that should I be appointed to the role, and I do not currently work for Te Whanau O Waipareira, I must provide certified proof of identity (such as a birth certificate or passport) prior to commencing the position.

I understand that should I be appointed to the role, I must provide original or certified documentation supporting my educational qualifications.

I understand that the information given in the health section of this application form may be requested by ACC.

I understand that if any false or misleading information is given, or any material fact suppressed, I may not be accepted, or if I am accepted, I may be dismissed.

**Note: By typing your name here you are deemed to have signed this form.**

Name:	Date:
Signature:	

Applications will be received electronically only by email no later than 5pm, 24<sup>th</sup> January 2019  
(Please attach CV, a personal Bio and photo ID)

**All Applications sent to:** Dayle Takitimu, Email: [dayle.takitimu@waiwhanau.com](mailto:dayle.takitimu@waiwhanau.com)

**All Enquires sent to:** [nominations@waiwhanau.com](mailto:nominations@waiwhanau.com)



**TE WHĀNAU O WAIPAREIRA**  
KOKIRITIA I ROTO I TE KOTAHITANGA  
*Progressively Act in Unity*

## **Trustee Role Description**

<b>Organisation:</b>	Te Whanau O Waipareira
<b>Website:</b>	<a href="http://www.waipareira.com">http://www.waipareira.com</a>
<b>Duration of appointment:</b>	3 years
<b>Time Commitment:</b>	1 meeting per month and as
<b>Application Closing Date:</b>	needed 24 <sup>th</sup> January 2019

## **Position Description:**

Te Whanau O Waipareira Trust is an Urban Maori Authority and has provided services for over 25 years to the broader West Auckland community. We have brought together health, social, justice and education services to provide a one-stop location for whānau/family.

By way of rotational retirement, Te Whanau O Waipareira Trust has three (3) Trustee Vacancies. The primary function of the Board is to guard the vision and values of Whanau O Waipareira while focused on building for the future through active community and stakeholder engagement.

Applicants must be able to Whakapapa/Pepeha and must reside within the rohe of Waipareira. Essential requisites include a strong business acumen and ability to carry out duties and responsibilities by the highest professional governance standards of knowledge crucial to enabling Te Whanau O Waipareira to achieve its mission and purpose identified in our strategic vision ensuring operational management is consistently aligned with the overall 25-Year Strategic Plan ([http://www.waipareira.com/strategic\\_plan\\_intro](http://www.waipareira.com/strategic_plan_intro)).

Additionally, applicants must be whanau centric and have a good understanding of Te Whanau O Waipareira, especially Te Kauhau Ora O Waipareira.

**All Applications sent to:** Dayle Takitimu, Email: [dayle.takitimu@waiwhanau.com](mailto:dayle.takitimu@waiwhanau.com)

**All Enquires sent to:** [nominations@waiwhanau.com](mailto:nominations@waiwhanau.com)

**Applications close 24<sup>th</sup> January 2019**