



CONFIDENTIAL

APPLICATION FOR PERSONAL ASSISTANT / VIRTUAL PA

Collecting and holding personal information

The information provided on this Application for Personal Assistant / Virtual PA form will be collected and held by Ngāti Awa Group Holdings Limited.

Purpose

This information is collected for the purpose of assessing your suitability for Personal Assistant and for health insurance purposes.

If your application is successful, this form will be retained on your personal file. If unsuccessful it will be destroyed, along with your other application papers, one month after the successful applicant is appointed.

Your access to this information

You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy.

Position

The position applied for is Personal Assistant / Virtual PA to Ngāti Awa Group Holdings Limited CEO.

Note:

The successful candidate will be required to complete a Ministry of Justice pre-employment check and Veda credit reference check prior to his/her appointment.

SECTION 1 – PERSONAL INFORMATION

Please print

First name(s)	
Family name	
If you are known by any other names, please record here	
Residential Address	
Telephone No: (Home)	
Mobile phone No:	
Hapu affiliations	
Marae affiliations	
Iwi affiliations	

NGATI AWA GROUP HOLDINGS LIMITED

SECTION 2 – EDUCATION

Name of education organisation (eg school, college, training establishment, university) of highest qualification achieved	
Number of years attended:	
Qualifications/Standard of Achievement	
For other qualifications of formal attainments you consider relevant, list the issuing authority, eg, polytechnic, university or private training establishment with the qualification/standards of achievement and years of attendance	

SECTION 3 – EMPLOYMENT HISTORY

Have you previously been employed by this organisation? Yes/No

Please provide details of all previous employment, start with the most recent position

Name/Address of Employer	Length of Service Start/End dates	Nature of work	Reason for Leaving