

Declaration

- I declare that all statements and answers in my job application are true and complete and agree that any untrue or misleading answer, omission, concealment, or failure to answer any questions fully, completely and accurately may be grounds for terminating my employment, regardless of when it is discovered.
- By completing this application, I give TEAM IM permission to validate some of my answers with the appropriate authorities/institutions.
- I understand that all information provided about me to TEAM IM, including my resume, references and any assessments/tests will be held by TEAM IM (for recruitment purposes only), until such a time as either:
 - I request TEAM IM to delete my profile, or
 - TEAM IM deletes my profile (if I have not logged into the system in the last 12 months).
- I understand that if I withhold relevant information or supply false or misleading information about me, my application may not be further considered. I also understand that my employment may be terminated if, after investigation, TEAM IM discovers that any information which I have provided is false or misleading.
- I authorise TEAM IM (where permission was given), or its agents, to investigate my references, to review my former employment record and to keep and preserve records of such investigations. Additionally, I release all parties from liability for any damage that may result from furnishing information to TEAM IM or its agents.

Recruitment Privacy Statement

We collect and use your personal information in a safe and secure way during the recruitment process.

Information Collection

Information we collect when you apply for a role with us.

When you apply to work for us, we will collect, store, and use personal information:

- Given on the application form,
- In your curriculum vitae (CV) along with any other requested documents,

- You give us in correspondence with our Recruitment team,
- You give us during your interview,
- Given by your referees, if applicable.

Where we collect information from.

We collect this personal information from:

- You the applicant,
- Your named referee(s),
- Recruitment agencies (if used),
- Your personnel file if you are, or have been, employed by us,
- From public sources like LinkedIn,
- Past employers with your consent.

Pre-employment checks

We do pre-employment checks at stages of the recruitment process. Any employment offer we make depends on the results of:

- a criminal record check with the Ministry of Justice (NZ based roles) or Australian Federal Police (Australian based roles)
- a check on your right to work in New Zealand (NZ based roles) or Australia (Australian based roles)

If we offer you a role, we will share minimal information in order to complete the required checks.

How we will use your information.

We will use your personal information to:

- Assess your skills, qualifications, and suitability for the role,
- Keep in touch with you about the recruitment process,
- Carry out reference checks, criminal record checks and confirm your right to work in New Zealand/Australia,
- Keep records related to our hiring processes,
- Comply with legal or regulatory requirements.

We may also collect information for statistical reporting or research purposes. If we do this, we will not publish your information in a way that could identify you.

Information shared.

Your information will be shared internally only for the purposes of the recruitment process. We will share it with:

- Members of the TEAM IM HR team
- TEAM IM Recruitment Team
- The hiring manager and approving manager
- Panel interviewers involved in the recruitment process.

How we protect your information

We take the security and confidentiality of your information seriously as we comply with the Privacy Act 2020. We have security steps in place to stop your personal information from being accidentally lost, used, accessed in an unauthorised way, altered or disclosed. We always limit the access of your personal information to those who have a business need to know.

How long we keep the information

If your application for employment is unsuccessful, we will keep your information on file in case another suitable opportunity should arise. If you would like us to destroy your application information, please request this by emailing recruitment@teamim.nz

If your application for employment is successful – we transfer personal information to your personnel file.

If you do not give us personal information

You are under no legal or contractual obligation to provide information to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Your rights

Under the Privacy Act 2020, you have the right to request a copy of your personal information and ask us to change your information if it is incorrect.

If you would like to use any of these rights, please email us at recruitment@teamim.nz