ATTACHMENT 2: APPLICATION FORM AND CV

**SECTION 1: APPLICANT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job interest | Position: | Time Basis: | | |
| Project Officer | Full Time Only | | |
| Junior Legal and Policy | Full Time Only | | |
| Handyman/Gardner | Full Time Only | | |
| Quantity Surveyor | Full Time | Part Time | Intermittent |
| Senior Structural Engineer | Intermittent / as needed basis Only | | |
| Last Name |  | | | |
| First Name (s) |  | | | |
| Phone no. |  | | | |
| Mobile |  | | | |
| Email |  | | | |
| Address |  | | | |
| Are you of Cook Islands descent? | Yes  No | | | |

**Employment Record relevant to selected job interest:**

|  |  |
| --- | --- |
| **Employer:** | **Position held:** |
| From: | To: |
| **Employer:** | **Position held:** |
| From: | To: |
| **Employer:** | **Position held:** |
| From: | To: |

**Work Undertaken that Best Illustrates Capability relevant to your job interest:**

|  |  |
| --- | --- |
| **Name of project:** | |
| Year: | Location: |
| Client: | Position held: |
| Activities performed: | |

|  |  |
| --- | --- |
| **Name of project:** | |
| Year: | Location: |
| Client: | Position held: |
| Activities performed: | |
| **Name of project:** | |
| Year: | Location: |
| Client: | Position held: |
| Activities performed: | |

**Training undertaken (please list):**

|  |  |  |
| --- | --- | --- |
| Year completed | Description of training received | Training provider |
|  |  |  |

**Qualifications (please list):**

|  |  |  |
| --- | --- | --- |
| Year completed | Programme / majors | Institution |
|  |  |  |

**Professional Referees relevant to work (provide 2):**

|  |  |
| --- | --- |
| **Name** |  |
| Business name & positon (if applicable) |  |
| Contact details: phone and/or email |  |
| **Name** |  |
| Business name & positon (if applicable) |  |
| Contact details: phone and/or email |  |

**Authority and Declaration**

The information which you supply on this application form is solely to assess your suitability for the contracting in the job or role of interest. Referees may be contacted and other information verified to satisfy CIIC’s requirements. Failure to complete all sections truthfully may invalidate your application or be grounds for termination if untruthful statements are uncovered after your application has been successful.

|  |  |
| --- | --- |
| Signature | Date |
| Full Name | |

**SECTION 2: PROPOSED FEES**

CIIC proposes to pay fees for each hour worked, on a fortnightly or monthly basis. Invoices will be required at the end of each fortnight, together with a completed tasks log and timesheet. Payments will be by direct deposit to the contractor’s nominated bank account.

|  |  |
| --- | --- |
| Hourly fee ( for each hour worked) | NZD $ (exclusive of VAT) |
| VAT registered? | Yes  No If yes , VAT No:. |

ATTACHMENT 3: CONFLICT OF INTEREST DECLARATION

A conflict of interest arises if you or a close family member has an interest e.g. is a board or committee member or is employed in a senior position in the Government agency that wants to purchase the goods or services relating to this RFQ process.

In submitting this Quote I declare:

* That I understand an actual, potential or perceived conflict of interest may arise in participating in this quote process and that I am obliged to declare any such conflict of interest.
* That in submitting this information that I have either declared any potential conflicts of interest or that I am not aware of any situation or issue that would conflict with the interest of the CIIC.
* If a conflict of interest arises at any time before the selected Respondent has been awarded the contract, I will advise the CIIC immediately.
* I have personally completed this declaration on behalf of the Respondent and declare that the submitted Quotes provided are true and correct.

I declare that I have a potential conflict of interest as follows:

|  |  |  |
| --- | --- | --- |
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|  | | |
|  | | |
|  | | |
|  | | |
| I will manage this conflict of interest by: | | |
|  | | |
|  | | |
|  | | |
|  | | |
| Declared by: | | |
| Signature |  | Date |
| Full Name |  | Position (if Company) |