Credit Check Authority Form

IHC’s policy is to carry out a credit check on candidates for positions that involve significant financial / administrative risk, prior to making any offer of employment to any candidate (internal / external).

Please complete all details and sign the authorisation on page 2. Please ensure your writing is clear and legible.

# Personal Details

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Middle Names |
|  |  |  |
| Date of Birth (dd/mm/yy) | Gender | Place of Birth |
|  |  |  |

# Previous Names – Maiden Name, Aliases

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Middle Names |
|  |  |  |
|  |  |  |

# Current Address

|  |  |
| --- | --- |
| Unit number |  |
| Street |  |
|  |  |
| Suburb |  |
| City |  |
| Post Code |  |

# Previous Address, if less than 12 months in current

|  |  |
| --- | --- |
| Unit number |  |
| Street |  |
|  |  |
| Suburb |  |
| City |  |
| Post Code |  |
| Country |  |

# Contact Numbers

|  |  |
| --- | --- |
| Work phone number |  |
| Home phone number |  |
| Mobile phone number |  |

# Authorisation

I,      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorise IHC to conduct a full Credit History Check for the purpose of pre-employment vetting. I acknowledge that any false or mis-leading information may result in the termination of any contracts or Employment Agreements which may be offered to me as part of the recruitment process.

I understand that the position for which I have applied involves significant financial / administrative risk and I therefore authorise the following:

* Veda Advantage to provide information about me for the purpose of a pre-employment check for a position involving significant financial / administrative risk.
* IHC  to  provide personal information to Veda Advantage and I agree that Veda Advantage will hold that information on their systems and use it to provide their credit reporting service.
* When other Veda Advantage customers use the Veda Advantage credit reporting service, Veda Advantage to give the information to those customers.

|  |  |
| --- | --- |
| **Candidate’s Signature** | **Recruiting Manager Signature** |
|  |  |
| Date: | Date: |

Privacy of Information Statement ([Privacy Act 1993](http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html))

Any information that you provide in this application form is solely for the purpose of assessing your suitability for the vacancy you have applied for. The information will not be used by IHC for any other purpose or supplied to any other party.