



# SCHOLARSHIP APPLICATION FORM

To help you complete this application, refer to the supporting guidance, which is after the Employer Section of this document. When complete, please send the application to: [scholarships@sitesafe.org.nz](mailto:scholarships@sitesafe.org.nz)

**i Section One: Nominee Details:**

This section is to be completed by the individual applying for the scholarship.

Given Name(s):

Surname / Family Name(s):

Date of Birth:

Address:

Email:

Phone / Mobile Number:

**i Please identify if you are:**

Site Safe would like to know if you are a sole trader, or an applicant without employment support. This will highlight to our selection panel that they will need to assess your application slightly differently to other applicants.

Employed

Self-Employed or Sole Trader

An Individual Applicant (not seeking employer support)

**i Please indicate which scholarship you are applying for:**

If you feel you identify with more than one category, you may apply to more than one category.

Open Scholarship (any age or ethnicity)

Māori

Under 25

Women in Construction

Pasifika

If selecting **Māori**, please indicate your lwi, hapū, or marae:

If selecting **Pasifika**, please indicate which island group(s) your family is from:

Please list any qualifications you have gained (e.g. None, NCEA/School Certificate, Trade Certificate, Degree etc.)

**Please share examples of when you found a safer way to work?**

In your answer, please identify:

- What the situation was?
- What action you took?
- Why you took this action?
- How successful was it?

**What are some qualities / skills you think a leader in health and safety must develop / portray?**

In your answer, please describe:

- Which leadership qualities you show in your role?
- An example of when you have demonstrated these skills?
- How you would strengthen your leadership skills in future?

**What communities are you involved in outside of your work? (e.g. sports, hobbies, gym, spiritual, community groups, schools, committees, charities/societies, etc.)**

In your answer, please identify:

- How have you positively contributed those communities?
- What were some of the challenges you faced?
- How did you overcome them?

### **i Supporting Documents**

If you wish to give us any supporting documents to support your application, please indicate this by ticking the box below, and attach the documents with this application form.

**Have you attached supporting documents:** Please indicate: Yes No

If yes - please complete the following table with the document titles and a short description:

Document Title	Description

### **i Scholarship Nominee Declaration:**

If I am applying under the Māori or Pasifika categories, I can confirm that I am of (and able to prove) Māori or Pasifika descent.

If I am applying under the Under 25 category, I confirm that I am under 25 and able to show proof of age.

I confirm that I am a New Zealand Citizen or a New Zealand Permanent Resident.

I confirm that I am over 16 years of age.

I confirm that all the information supplied in support of my application is accurate at the date of signing.

If I am a successful recipient of the scholarship I agree that Site Safe New Zealand Inc. may use my personal details and photo to promote Site Safe.

Signed:

Date:

**i Section Three: Employer Details:**

Please Note:

- This section is only to be completed if the applicant is employed and not applying as a sole trader or as an individual.
- This section is to be completed by an authorised representative of the employer of the person applying for the scholarship.

Employer Company Name:

Name of Employer Representative (Given Name & Surname)

Postal Address:

Email:

Phone / Mobile Number:

**Please describe how the nominee's work ethic aligns with your company's values and commitments:**

**Tell us three ways the nominee demonstrates their positive contribution to health and safety:**

Example One:

Example Two:

Example Three:

**How will you support the nominee if this application is successful?**

** Employer Declaration:**

I confirm that all the information supplied in support of this application is accurate at the date of signing.

I agree that the joint nature of the scholarship programme relies on participation from the employer company to support their nominee to attend and complete training.

If the nominee is a successful recipient of the scholarship, I agree that I will release the nominee for the appropriate time to attend training and complete any related assignments, and the mentoring programme.

I will support the nominee in successfully completing all allocated courses within the required timeframe (between 6 and 12 months).

If the nominee is a successful recipient of the scholarship I agree that Site Safe New Zealand Inc. may use my company details or contact me to promote Site Safe and the scholarship programme.

Signed:

Date:

**Please send the completed application to: [scholarships@sitesafe.org.nz](mailto:scholarships@sitesafe.org.nz)**

## **i** Scholarship Application Guidance

### **Personal Details:**

Citizenship: Only New Zealand citizens or permanent residents may apply.

Email: Most of our correspondence will be by email so please provide the email address you use regularly.

### **Tips for completing your application:**

- Please complete this application electronically. However, if you would prefer to complete the application by hand, please write clearly.
- Read each question carefully and answer as much as you can. If there isn't enough room on the page, attaching the answer as a separate piece of paper is fine.
- Don't skip questions that you think don't apply to you – if you can't answer a question, write why. If you are applying as an individual or sole trader, indicate this at the start of the application, and leave the Employer Section blank.
- Double check you have attached all the information we've asked for.

If you wish to complete your application through some other format, such as audio or video, or with the assistance of someone else – please contact us to discuss how you can submit your application.

### **Evidence to Support Application**

We realise that the application form can be limited, so you can attach supporting information if you wish. Examples of evidence may include: emails of recommendation photographs at work or socially with sports teams, CVs, stories around personal achievement, and so on.

### **The Employer Section**

The employer section is to be completed by your employer (if applicable). This is so we can see how your employer will support you through the scholarship and will allow the time and resourcing to allow you to meet the requirements to complete the programme.

### **Assessment timeline:**

Scholarship applications open on 1 July 2019, and close on 30 August 2019.

The assessment process takes four working weeks.

## **i** Frequently Asked Questions

### **What if you belong to more than one application category?**

If you feel you belong to more than one category, you may apply to more than one category on the application form.

### **What happens after you've sent it in?**

We'll acknowledge your application by email and contact you if we need further information.

### **How is your application assessed?**

Our selection panel will process and review your application. We take the following factors into consideration when choosing recipients:

- Safety leadership skills
- Commitment to safety
- Work ethic
- Contribution to community
- Employer support (if applicable)

### **Who makes up the selection panel?**

The panel is made up of Site Safe's Chief Executive, and a selection of people with relevant experience relating to health and safety within the construction industry.

### **What happens if your scholarship application is accepted?**

If your application is successful, we'll contact you or your employer by phone, and send you an email confirmation. You'll need to tell us if any of your details change so that we can get hold of you.

The Site Safe team will work with you to look at which courses benefit you, and then we can start the process of scheduling and booking you into those courses.

We will also put you in contact with your mentor who can provide you further educational support around assignments and answer any questions you might have while completing your scholarship.

### **What happens if your scholarship application is not successful?**

If your application isn't successful, you will be notified by email.

Site Safe treats privacy in alignment with the Privacy Act 1993, and subscribes to the information privacy principles of the Act.

The information requested will be used solely for assessing your application for the scholarship for which you are applying.

Personal information contained in your application will only be made available to the Site Safe administration team and members of the selection panel.

If you feel that there is information in your application, or in your academic record, that is incorrect, you have right of access your information and correct it, where appropriate.

We store personal information electronically and in paper-based form. This information is kept safe and secure using generally accepted standards of security.

We will keep your personal information for only as long as necessary for use in connection with the purpose for which it was collected.

In accepting a Site Safe Scholarship, you and your company (if applicable) agree to:

- Attend the courses you are booked into.
- Complete any assignments within the required timeframe.
- Complete all courses within 6-12 months of being awarded the scholarship.
- Advise Site Safe (in writing) if you wish to withdraw from the scholarship programme and explain why the scholarship is no longer required.
- If applicable, the company agrees to pay any additional costs to attend courses such as travel costs to and from courses.
- Agree to be interviewed by the Site Safe Marketing and Communications team for publicity purposes.

**Please send the completed application to:**  
[scholarships@sitesafe.org.nz](mailto:scholarships@sitesafe.org.nz)