

APPLICATION FOR EMPLOYMENT
DATE OF APPLICATION:

Note: The completion of this form does not indicate that there is any obligation on the Company to engage the applicant. **Where you are asked to select Yes / No please delete whichever is not applicable.**

POSITION APPLIED FOR:
YOUR NAME:

How do you like to be addressed?

Family Name:

First Name/s (underline name used):

CONTACT ADDRESS:

Address:

TELEPHONE NUMBERS AND EMAIL

Home phone number:

Mobile number:

Email address:

EMERGENCY CONTACT DETAILS

Emergency Contact's Name

Relationship:

Phone Number

Alternative Phone Number:

LEGAL WORK STATUS:

Are you legally entitled to work in New Zealand? Yes/No

As a:

A New Zealand Citizen Yes/ No

A permanent resident Yes/ No

A holder of a current work visa Yes/No

EDUCATION	
Name of secondary school(s) attended: Including university, further education, etc where applicable	
QUALIFICATIONS	
Qualifications (school certificate, university entrance) - (subjects)	
Do you have any other qualifications/certificates/licences/ courses?	
Please describe the skills you hold which are relevant to the position:	
EMPLOYMENT HISTORY	
Present or Most Recent Employer/ Contract	
Company:	
Job Held:	
Main Duties:	
No of hours worked per week:	Length of service:
Reason for Leaving:	
<i>For the purposes of compliance with the Privacy Act 1993 do you consent to the Company contacting your present employer for the purposes of reference checking?</i>	
Yes/No	
Next Most Recent Employer/ Contract	
Company:	
Job Held:	
Main Duties	

No of hours worked per week:	Length of service:
Reason for Leaving:	
Next Most Recent Employer/ Contract	
Company:	
Job Held:	
Main Duties:	
No of hours worked per week:	Length of service:
Reason for Leaving:	
REFEREES – Details of at least two referees.	
Referee 1 – Name:	
Position and Company:	
Phone:	
Referee 2 - Name	
Position and Company:	
Phone:	
GENERAL	
If your application is successful, when could you commence employment?	
What pay rate are you seeking?	
Desired hours per week?	
Restrictions to hours of work?	
Are you prepared to work overtime if required?	Yes/No
Computer Packages - Please list specialised computer packages here:	
Do you have any present criminal convictions, not including any concealed under the clean slate act?	Yes/No
Are you awaiting the hearing of charges in a civil or criminal court of law?	Yes/No
Do you have any legal proceedings against you pending?	Yes/No
Do you smoke?	Yes/No
Do you have a current driver's licence?	Yes/No

If yes, what class do you hold?	
Drivers Licence Number:	
Do you have any demerit points or endorsements?	Yes/No
If yes, please detail:	
What do you look for in a job?	
What are your strengths and weaknesses?	
What are your long-term goals?	
Are you interviewing anywhere else currently?	Yes/No
Anything personal/medical/trips/holidays scheduled in the next 6 months?	Yes/No
If yes, can you please clarify?	
Do you have any physical injuries or medical conditions that would impact on your ability to undertake this role?	Yes/No
If yes, can you please clarify?	
PRIVACY ACT CONSENT	
Do you consent to the Company retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with this Company in the future? Yes/No	
DECLARATION	
<p>I, (full name) declare that to the best of my knowledge the information provided in this application and in any resume enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated.</p> <p>Signed: Date:</p>	
CONSENT	
<p>I, consent to the Company seeking written and verbal information on a confidential basis about me from representative's, employers and/or referees and authorise the information sought to be released by them to the Company for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the Company is supplied in confidence as evaluative material and will not be disclosed to me.</p> <p>Signed: Date:</p>	