



Application to be completed in applicant's own handwriting

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT FORM

Note: the completion of this form does not indicate that there is any obligation on the company to engage the applicant

Please answer the following questions in relation to your application for employment, which will assist us to assess your suitability for the position. The questions being asked are relevant to the nature and type of work undertaken in our workplace and comply with the rights and obligations under legislation, including the Immigration Act 2009, the Health and Safety in Employment Act 1992, and the Human Rights Act 1993. The information will be used by us to assess you for this purpose only.

SECTION 1: GENERAL DETAILS

Position applied for: _____ Establishment: _____

Personal details

Surname: _____

Christian Names: _____

Home address: _____

Daytime contact phone no: _____

Evening contact phone no: _____

Mobile contact phone no: _____

E-mail address: _____

What NZ drivers licenses do you currently hold and their expiry dates:

SECTION TWO: QUALIFICATIONS AND EMPLOYMENT HISTORY

QUALIFICATIONS

List any training and/or formal qualifications (certificates for formal qualifications to be attached) you have achieved which are relevant to this position:

EMPLOYMENT HISTORY:

Last or Present Position _____

Employer _____

Nature of work _____ **From** _____ **To** _____

Reason for Leaving _____

Previous Employer _____

Employer _____

Nature of work _____ **From** _____ **To** _____

Reason for Leaving _____

Have you ever been dismissed, or resigned as an alternative to being dismissed in previous employment? Yes No

If yes, please give details: _____

DRUG AND ALCOHOL TESTING

In the past 3 years during the course of your previous employment have you ever refused a drug and alcohol test or have you failed an employment related drug and/or alcohol test. Yes No

If yes, please give details: _____

SECTION THREE: LEGAL REQUIREMENTS

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

⇒ If yes, are you legally entitled to work because (please tick one):

(a) You are a NZ Citizen?

(b) You have a Work Visa? *If yes, please attached a copy of your work visa with this application*

(c) Other? (Please explain)

SECTION FOUR: DISABILITIES OR MEDICAL CONDITIONS

Note: The Human Rights Act 1993 defines disability as: physical disability or impairment; physical illness; psychiatric illness; intellectual or psychological disability or impairment; the presence in the body of organisms capable of causing illness; any other loss or abnormality of a body or mind function; and reliance on a guide dog, wheelchair or other remedial means.

Do you have any disability or medical condition that may affect your ability to fully and effectively carry out the tasks and responsibilities described in the job specification? Yes No

If yes, please provide details?

Do you have, or have you had, any injury or medical condition caused by a gradual process, disease or infection which may be aggravated by the function and responsibilities of the job for which you have applied, and as it is described in the attached job specification? Yes No

If yes, please provide details

Do you have any present or past injury for which you may or may not have claimed ACC and/or other insurance cover, which may be aggravated by the job you have applied for? Yes No
If yes, please provide details

Have you had any work related ACC claims for injuries in the past 3 years? Yes No
If yes, please give details of the current status of the claim:

SECTION FIVE: CRIMINAL AND BANKRUPTCY HISTORY

I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Have you ever been convicted of any criminal offence, including matters relating to dishonesty, e.g., fraud, theft, misappropriation of funds, within the last seven years? Yes No

Are you awaiting a hearing on any charges? Yes No
If you answered "Yes" to either of the above, please give details:

Declaration and acknowledgement

This information is being collected to enable us to assess your suitability for this position and will be used for this purpose only. If you fail or refuse to provide the information requested, then your application may be rejected. If you provide false or inaccurate information, this will be considered serious misconduct and may result in dismissal should you be employed by us. Please also note that any false information given in Section Four, entitled *Disabilities or Medical Conditions*, may result in your loss of entitlement to earnings related compensation.

The Privacy Act 1993 provides you with the right to request access to and/or correct the personal information about you held by us.

I _____ (full name) declare that to the best of my knowledge the information that I have provided is accurate, and complete, and I have not withheld any information which may have a bearing or any relevance to my application.

If appointed, I agree to observe all rules, policies and procedures issued by the company.

Applicant's signature: _____ Date: _____