

Employment Application Form

Part 1:

Attached is an Application for Employment Form which you are requested to personally complete.

The Application Form is a source of information that will be used by this business to consider your suitability for the position for which you are applying. If successful, such information will form part of our staff records. Failure to supply the information requested may prejudice our ability to assess your suitability for the position.

In accordance with The Privacy Act 1993, you are entitled to access this information upon request to this company's Privacy Officer where the information is held.

The staff records are located in (our manager's office) and available on request.

My signature below is acceptance of the above.

Dated: ___/___/___

Signed: _____

Name: _____

Employment Application Form

Part 2

CONFIDENTIAL *To be completed personally by Applicant.*

Date of Application _____

Note: **The completion of this form does not indicate that there is any obligation on this business to engage the applicant.**

PURPOSE

This information is collected for the purpose of assessing your suitability for employment at: _____
_____ which may include subsequent changes in employment
with the company.

Please Print

Position applied for: _____

Your Name Mr / Mrs / Miss

(In block letters)

Surname: _____

Given Names (underline name used): _____

Are you known by any other name(s)? _____

Give details: _____

Your Home Number & Street: _____

Address & Suburb & Town: _____

Telephone Home Phone No: _____

Numbers Work Phone No: _____

Status Do you have the right to work in NZ? Yes No

If yes, what is that right based upon? _____

I undertake to provide a copy of my birth certificate; permanent residency or work permit within 24 hours of a request whether verbal or written.

Are you an assisted immigrant under bond to the government or any other employer? Yes No

If yes, what are the details:

Education including University further education etc. where applicable)

Name of secondary school(s) / Tertiary institutes attended	From	To

Qualifications (School Certificate, University Entrance) subjects

Other Qualifications Yes/No (subjects)

Languages Can you speak any language(s) other than English? Language(s) _____

Please describe the skills you hold which are relevant to the position applied for (e.g. for a typist - typing speed, word processing capability, shorthand capability, etc.)

Complete Employment History.

Present or Most Recent Employer

From **to** Company: _____
Address: _____
Job Held: _____
Main Duties: _____

No. of hours worked per week: _____
Reason for leaving: _____

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? Yes No

Next Most Recent Employer

From **to** Company: _____

Address: _____

Job Held: _____

Main Duties: _____

No. of hours worked per week: _____

Reason for leaving: _____

Next Most Recent Employer

From **to** Company: _____

Address: _____

Job Held: _____

Main Duties: _____

No. of hours worked per week: _____

Reason for leaving: _____

Further Employment details:

Please give details of all other previous employment and take care to explain any gaps between jobs:

Dates	Employer	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have secondary employment that you intend to continue with if you are offered this position?

Yes No

If yes, please give details: _____

What is your spouses/partners occupation if it is in an industry or business similar to this company?

_____, and if so who is his/her employer _____

Referees

Give name, address and telephone numbers of at least three referees from previous employment and include at least one where the person was less “senior” to you or at least no more “senior”

Name	Position	Address	Phone No.
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If your application proceeds and all terms and conditions of employment agreed on and accepted when could you commence employment?

I consent to the company seeking verbal or written information about me from my previous employers and/or referees and authorise the information sought, to be released. Yes No

If yes: _____ signature. Date: _____

General

Are you prepared to work overtime if required? Yes No

Do you have a criminal record on any matter that is relevant in any way whatsoever to this workplace, the nature and type of business the company is in, our customers, services or products or the tasks associated with the position you are applying for? Yes No

(You can obtain confidential advice about answering this question free from the Employment Relations info line 0800 800 863)

If you have answered yes, please provide details

Are you awaiting the hearing of charges in a civil or criminal court of law?

Yes No

If yes please provide the details _____

Are you prepared to handle all products, materials or equipment used in this industry?

Yes/No

Do you have a current drivers licence? Yes No

If yes, what class? _____

Do you agree to provide a copy of your drivers licence if requested to do so? Yes No

Drivers Licence number: _____

Do you have any demerit points or endorsements? Yes No

If yes, please detail when and what for: _____

What transport arrangements do you have to attend your place of employment? _____

Are you a member of any territorial force unit? Yes No

If so, have you completed whole time training? Yes No

What are your interest/hobbies/sports/clubs or community activities?

MEDICAL

Do you smoke? Yes No

Do you agree to undergo a medical examination relevant to the job if required? Yes No

Are you allergic to, or have any sensitivity to any substances or chemicals? Yes No

Do you require corrective lenses or contact lenses? Yes No

Have you ever suffered from a back injury requiring time off work? Yes No

If yes, please detail: _____

Have you claimed accident compensation in the last 12 months? Yes No

If yes give details _____

Do you have any injury or illness you have suffered that may affect your ability to effectively carry out the functions and responsibilities of the position applied for or impact on the company, its business or staff? Yes No If yes, please detail

Do you have any condition that may affect your ability to effectively carry out the functions and responsibilities of the position applied for or impact on the company, its business or staff?

Yes No If yes, please detail

In your past employment have you been exposed to:

- * Noise Yes / No
- * Asbestos Yes / No
- * Heavy metals Yes / No
- * Solvents Yes / No
- * Skin irritants Yes / No
- * Infectious material Yes / No

If yes, please detail: _____

Has your work ever been affected by stress or mental health problems (e.g., depression, anxiety)?

No
Yes

If yes, please explain: _____

Have you ever suffered from long-standing fatigue or tiredness?

No
Yes

If yes, please explain: _____

Have you ever had problems at work arising from personality clashes, your attitudes or behaviour, or conflicts with another staff member?

No
Yes

If yes, please explain: _____

Has your use of alcohol and/or drugs ever affected your work performance?

No
Yes

If yes, please explain: _____

Have you ever had difficulties coping with change or other stressful events in the workplace?

No
Yes

If yes, please explain:

Have you ever needed to take more than your sick-leave allocation?

No
Yes

If yes, please explain: _____

APPLICANT TO TAKE RESPONSIBILITY

Agreement

I agree and accept that by undertaking certain tasks appointed by the company that it does not constitute a job offer or the commencement of employment and I hereby accept that this is part of the job interview.

Declaration:

I declare:

1. That my answers in this application are true and not misleading; and
2. That there is no further information that may be relevant that I have not told you about.

I acknowledge:

1. That if you employ me you are relying on the truth and completeness of my answers and therefore;
2. That if in the company's opinion I have not answered truthfully and completely, you may terminate my employment immediately and without notice.

I understand:

That false or incomplete answers relating to my medical history could mean that I may compromise my access and receipt of ACC compensation

Signed by Applicant

Date:

TYPICAL COMPANY EMPLOYMENT CRITERIA

(The terms and conditions of any employment agreement prevail over the terms noted below)

1. All customers are to be treated in a manner that will ensure they will want to introduce their friends and relatives. This is really the only affordable advertising and is critical to the immediate success of this business.
2. You may be required to carry out administrative and cleaning tasks as required.
3. The principals of the company are to be advised of any suggestions you have in relation to staff policy or any complaint you may have.
4. Any information made available to you or to staff generally is to be treated in total confidence. Management feels this to be very important and any transgression would be treated as grounds for formal processes and possible dismissal.
5. That should you at any time not be able to perform your job you must notify your manager immediately.

Signed _____

INFRINGEMENT EXAMPLE FORM

The following are examples of behaviour that could lead to a warning that your employment is in jeopardy.

1. Failure to perform work to the required standard.
2. Poor time keeping.
3. Insubordination.
4. Using bad or abusive language at work.
5. Leaving your work position without authority.
6. Failure to follow reporting procedures as laid down in the Employment Contract.
7. Failure to follow other workplace procedures as laid down in the Employment Contract.
8. Using the telephone for personal calls without authority.
9. Negligence.
10. Breach of safety requirements.
11. Rudeness to customers.
12. Disobeying a lawful and reasonable order.
13. Breach of smoking policy.
14. Any other matter considered by the employer to justify a warning.

The following are examples of behaviour that could lead to dismissal.

1. Serious negligence.
2. Refusing to reveal the contents of a bag or locker when requested.
3. Serious breach of safety requirements.
4. Assault or fighting at work.
5. Unauthorised possession of company or other employee's property (note: any procedures for obtaining company property, whether borrowing equipment or purchasing from the company, should be detailed to all staff, and care should be taken to ensure that the procedures are understood.)
6. Discrimination (Harassing a co-worker or visitor).
7. Possessing drugs or alcohol at work without good cause or without authority.
8. Consuming or being under the influence of drugs or alcohol without authority, except where the drug is used in accordance with a prescription by a doctor.
9. Failure to follow cash-handling procedures.
10. Unauthorised use of company equipment or vehicles.
11. Falsification of company records.
12. Damage of property.
13. Unauthorised possession of property of the employer or a fellow employee.
14. Misuse of confidential information and/or removal or copying of confidential information or any other matter considered by the employer to justify dismissal.
15. Lying.