



Application For Employment

APPLICATION FOR EMPLOYMENT IN THE POSITION OF _____ WITH PUKEKO BLUE LTD

You should provide complete information for each question, unless otherwise advised, regardless of whether you consider it relevant to the position for which you have applied. Failure to complete this form in manner required may result in your application being declined.

Collecting and holding personal information

The information you provide on this application for employment form will be collected and held by: "Pukeko Blue Ltd"

Purpose

This information is collected for the purpose of assessing your suitability for employment with Pukeko Blue Ltd.

If your application is successful this form will be retained on your personal file. If unsuccessful it, along with your other application papers, will be kept for a minimum of 12 months.

Your access to this information

You have a right of access to personal information and to seek any correction you think necessary to ensure accuracy. You are however advised that any request for evaluative/opinion based material held on you will be declined.

Position

Initially in the position of.....

SECTION 1: PERSONAL INFORMATION

(Please print)

First name(s):

Family name:

Residential address:

.....

Email

Contact phone No(s):

If you do not currently reside in the Christchurch area and you were successful in obtaining a position at Pukeko Blue, how long would it take you to relocate to the Christchurch area?

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SECTION 2: EDUCATION and QUALIFICATION (Including University, Further Education etc.)

Do you have a current Workplace First Aid Certificate? Yes: No:

Name of Education organisation (e.g. School/College/ Training Establishment) of highest qualification achieved:

.....

.....

SECTION 2: EDUCATION and QUALIFICATION (contd)

Number of years attended:

Qualifications/Standard of Achievement:

List other qualifications or formal attainments you consider relevant including the issuing authority e.g. Polytechnic, University or Private Training Establishment with the qualifications/standards of achievement and years of attendance:

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SECTION 3: EMPLOYMENT HISTORY

Please provide details of all previous employment, stating name of employer, dates of employment, position held, nature of work and reason for leaving.

(Start with the most recent position)

1. Name of Employer:
Length of Service: From: To:
Position Held:
Nature of Work:
Reason for Leaving:

2. Name of Employer:
Length of Service: From: To:
Position Held:
Nature of Work:
Reason for Leaving:

3. Name of Employer:
Length of Service: From: To:
Position Held:
Nature of Work:
Reason for Leaving:

If you are currently employed, what notice period do you need to give your current employer?

.....

SECTION 4: REFEREES

Please state the details of referees you authorise us to contact to discuss your suitability for employment, preferably two employer referees.

I, agree/consent to Pukeko Blue Ltd contacting the referees listed below.

REFEREE 1

Name: Position held:

Company: Relationship to Employee:

Contact Landline Phone

Email:

REFEREE 2

Name: Position held:

Company: Relationship to Employee:

Contact Landline Phone

Email:

REFEREE 3

Name: Position held:

Company: Relationship to Employee:

Contact Landline Phone

Email:

SECTION 5: GENERAL

Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem.

Yes: No:

Do you intend to engage in other paid or voluntary work whilst employed in this position?

Yes: No:

Do you have a current, full New Zealand drivers licence? Yes: No:

If yes, what class?..... Licence No:

Are you awaiting hearing of any charges for driving offences? (If yes, further information relevant to potential employment may be sought at any subsequent interview.)

Yes: No:

Note: All applicants must hold a full, clean, New Zealand drivers licence, as the role involves transporting our Service Users to appointments or in the event of an evacuation.

Have you ever been charged with or convicted of a criminal offence? Yes: No:

Note: you are not required to disclose any charges or convictions that are eligible to be suppressed under the Criminal Records (Clean Slate) Act 2004.

If yes, further information relevant to potential employment may be sought at any subsequent interview.

Do you have or are you aware of any likely commitments which may prevent you from attending your place of employment during normal work hours or affect your availability for overtime or work-related travel (eg sports, hobbies, special interests, education, training)?

Yes: No:

If yes, give brief details:.....

Do you have a spouse, partner, relative or household member working in this company or elsewhere in the industry?

Yes: No:

SECTION 6: VISA

Do you have the legal right to work in New Zealand, either entitlement to permanent residence or a valid work permit? (Evidence will be required if you are interviewed for the position.)

Are you a New Zealand citizen, or on a current visa? Citizen: Visa

If you are on a visa, what type is it and what is the expiry date?

Type of Visa: _____ Visa Expiry Date: _____

Are there any conditions on your visa, and if so, what are they? Yes: No:

Conditions:

Is the Visa specific to your current employer? Yes: No:

SECTION 7: HEALTH (Complete all questions.)

Have you ever had an injury or medical condition or gradual process injury, disease or infection that may be caused by, aggravated or further contributed to by the tasks of the job which are listed below?:

Yes: No:

Do you have any condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for?

Yes: No:

If yes please specify:

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

Have you ever suffered any back injury or back strain? Yes: No:

Are you taking any drugs or medicine? Yes: No:

If yes please specify:

If you have answered yes to any of the questions in this section, please give detail how your ability to undertake the work will be or could be affected:

.....
.....

How many days absence in your last 12 months of employment were stated by you or a medical practitioner to be due to sickness, injury and/or accident?

0-2 3-5 6-10 11-15 16-20 Over 20 day

SECTION 8: ADDITIONAL INFORMATION

Do you have any additional information you consider relevant to the organisation’s decision-making concerning hiring you for this position. For example, achievements, interests, aspirations, one-off commitments (e.g. for which you will require leave) or other background information pertinent to this position etc. If so, please list below or attach such information to this application form.

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SECTION 9: LEAVE - DECLARATION

I, (full name) declare that I understand I am not entitled to any Annual Leave for the first 12 months of employment with Pukeko Blue Ltd. I am also aware that I will be given an Annual Leave month upon the completion of the first 12 months of employment.

This can be negotiated between the Employer and Employee if request for leave is outside of your designated leave month.

Any Planned? *(Please provide details below)*

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Signature:

Date:

SECTION 10 - DECLARATION

I, (full name) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.

Signature:

Date:

Please scan and email your completed Application for Employment to info@pukekoblueltd.co.nz