

Application for Employment

Personal Details

Name :

Address :

Phone Numbers : Work Home Mobile:

Email Address : Position Applying For :

Availability to Start :

Salary Expectations :

Past Employment (Please start with your most recent employment and work backwards)

Date From	To	Employer	Position	Reason for Leaving

Referees

Please provide the names of at least two work referees/previous employers we can contact about your suitability for employment. The referees should preferably be your line manager.

a. Referee's name Relationship to candidate

Contact phone number Contact email address:

b. Referee's name Relationship to candidate

Contact phone number Contact email address:

☐ Yes ☐ No Do you consent to us contacting your referees for Reference Checking?

Are you a member of any professional institution? ☐ Yes ☐ No If yes, please list:

.....

Qualifications / Current Studies (A copy of your academic record may be supplied with your CV)

Degree / Qualification	Date Obtained (Year)	Name of Institution

Computer /Information Technology Skills

Please indicate your level of competence by circling/highlighting the description which best describes your skill level:

Microsoft Outlook/ Sending emails	No knowledge	Basic	Competent	Experienced
Microsoft Word	No knowledge	Basic	Competent	Experienced
Microsoft Excel	No knowledge	Basic	Competent	Experienced

Competent knowledge of other computer programmes – please provide details:

Why I believe I would be a good candidate for this position:

To provide us with further information to assist us with our selection process, please attach your CV or other relevant information supporting your application.

Health (Pursuant to the Accident Insurance Act 1998)

Do you have any condition, injury or illness which may affect your ability to effectively carry out all the functions and responsibilities of the position applied for? ☐ Yes ☐ No If yes, please explain:

Other Employment

Do you currently undertake any secondary employment? ☐ Yes ☐ No If yes, please describe:

Further Information / Declaration

Legal Work Status

Are you legally entitled to work in New Zealand?

As a NZ citizen ☐

Permanent Resident ☐

A holder of a current work permit ☐

Have you been terminated or dismissed from a previous employer? ☐ Yes ☐ No If yes, please describe:

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Have you ever been convicted of a criminal offence (within the last seven years) or are you awaiting a criminal court hearing? ☐ Yes ☐ No If yes, please describe:

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Do you give consent for Police Vetting/Criminal Records Checking? ☐ Yes ☐ No

Do you hold a current driver's license (only required if necessary for the position)? ☐ Yes ☐ No

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I declare, that to the best of my knowledge, the information provided in the application and in any CV attached is accurate. I understand that if any false information is given, or material suppressed, I will not be employed, or if I am employed, my employment may be immediately terminated. I further understand that any offer of employment, if made, is conditional on my obtaining full medical clearance.

Signed: _____ Dated: _____