



Application for Employment

This completed application for employment form is a source of information that will be used by the Centre to consider your suitability for the position for which you are applying.

Fill in the form personally, honestly, and that you answer all relevant questions.

Please note that the provision of false information may result in the withdrawal of an offer, or be grounds for dismissal if your application for employment was successful. You are welcome to send copies of CVs or supporting documentation with this application but do not send originals as we cannot take responsibility for lost or damaged material.

All information you give will be treated confidentially and kept secure. The information will only be released in accordance with the authorisations you provide in this form. If your application is successful, this form will become part of your personnel records. You are entitled to access the information upon request. If your application is unsuccessful, this information will be destroyed unless permission is given to retain.

The completion of this form does not indicate that there is any obligation to the Centre to interview you, or to make any offer of employment.

I authorise the company to retain this complete form and supporting documents for use about future vacancies? Yes ☐ No ☐

Application for Employment

Date of Application:

Position applied for:

Your Personal Details

Surname:

Given Names:

Are you known by any other name:

Address:

Phone:

Mobile:

Email:

Bank Account no:

Emergency contact name and phone:

Date of Birth:

Ability to work in New Zealand

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

If yes is that because:

You are a New Zealand Citizen: Yes ☐ No ☐

You are a Permanent Resident: Yes ☐ No ☐

You hold a current Work Permit: Yes ☐ No ☐

Work Permit Expiry: Yes ☐ No ☐

You may be required to produce evidence of your right to work as a condition of any offer of employment.

Language

Can you hold an everyday conversation in any language other than English?
Yes ☐ No ☐

Qualifications

Provide details of any University Degrees and/or Qualifications give details):

Do you have any other qualifications / certificates / licenses / or attended any courses? give details):

Employment History

Starting with your current employer. Can attach CV with employment history.
Ensure information covers the last 5 years.

Company Name:

Position Held:

Main duties:

Reason for leaving:

Do you consent to reference checking? Yes ☐ No ☐

Phone:

Company Name:

Position Held:

Main duties:

Reason for leaving:

Do you consent to reference checking? Yes ☐ No ☐

Phone:

Have you been the subject of disciplinary action or been dismissed by a previous employer? Yes ☐ No ☐

If yes, please detail:

Referees

Give name, address and phone number of at least two referees preferably from where you have worked. By providing these details, any signing this application for employment, you are hereby authorising the Centre to seek verbal and written information on a confidential basis from the following referees for ascertaining your suitability for the position for which you are applying. Information received on a confidential basis will not be disclosed to you.

Referees Name:

Position:

Address:

Phone:

Mobile:

Referees Name:

Position:

Address:

Phone:

Mobile:

Referees Name:

Position:

Address:

Phone:

Mobile:

General

If your application proceeds and all terms and conditions of employment agreed on and accepted when could you commence employment?

Are you able to work overtime if required? Yes ☐ No ☐

Are you able to work outside the agreed working hours to meet the needs of a child in

your care if required? Yes ☐ No ☐

Do you have secondary employment? Yes ☐ No ☐

Are you awaiting the hearing of any charges in a criminal court of law? Yes ☐ No ☐

Have you been convicted of any criminal offences? Yes ☐ No ☐

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

Medical

Have you had an injury or medical condition that may be aggravated or further contributed to by the tasks of this job, or affect your ability to effectively carry out the functions and responsibilities of the position applied for?

Yes ☐ No ☐

Declaration

I declare that:

1. That my answers in this application are true and not misleading, and
2. That there is no further relevant information that I have not disclosed.

I acknowledge that if the centre employs me, they are relying on the truth and completeness of my answers and therefore if I have not answered truthfully and completely, the centre may withdraw any offer of employment prior to acceptance or terminate my employment without notice.

Signed:

Date:

