

# APPLICATION FOR EMPLOYMENT FORM



To be completed personally by Applicant

**CONFIDENTIAL**

**Date of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Position Title: Commercial Mowing Position**

*The completion of this form does not indicate that there is any obligation on Te Runanga o Ngati Mutunga (TRONM) to engage the applicant. Your CV will not be kept for longer than 3 months if you are not employed.*

*This information is collected for the purpose of assessing your suitability for employment at TRONM, which may include subsequent changes in employment with the organisation.*

(Please complete and return this with your letter of application, CV and copies of your qualifications).

**Position Applied For:** Commercial Mowing Position

Please advise where you saw this vacancy advertised: \_\_\_\_\_

## YOUR NAME

Title: How do you like to be addressed: Mr. Mrs Ms. Miss Other \_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Other names you are known by: \_\_\_\_\_

## YOUR CONTACT DETAILS

Contact Address: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

*TRONM may communicate with you by email in the first instance during the selection process.*

Have you reached the current school leaving age?

Yes  No

**LEGAL WORK STATUS**

Are you legally entitled to work in New Zealand?

Yes  No

As:

A New Zealand Citizen

Yes  No

A Permanent Resident

Yes  No

A holder of a current Work Permit

Yes  No

If you are not a permanent resident, please advise work permit details.

\_\_\_\_\_

**QUALIFICATIONS** *Please tick each Qualification you currently hold and give details, eg Diploma in Business with Marketing Major. Verified copies may be required if you are interviewed.*

School Certificate  \_\_\_\_\_

Six Form Certificate  \_\_\_\_\_

University Entrance  \_\_\_\_\_

Bursary  \_\_\_\_\_

NCEA 1  \_\_\_\_\_

NCEA 2  \_\_\_\_\_

NCEA 3  \_\_\_\_\_

Certificate  \_\_\_\_\_

Diploma  \_\_\_\_\_

Bachelor  \_\_\_\_\_

Masters  \_\_\_\_\_

PhD  \_\_\_\_\_

Other  \_\_\_\_\_

**EMPLOYMENT HISTORY**

**Present or Most Recent Employer**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Held: \_\_\_\_\_

Main Duties: \_\_\_\_\_

No of hours worked per week: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Next Most Recent Employer**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Held: \_\_\_\_\_

Main Duties: \_\_\_\_\_

No of hours worked per week: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Next Most Recent Employer**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Held: \_\_\_\_\_

Main Duties: \_\_\_\_\_

No of hours worked per week: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Give details of any other job which may be relevant: \_\_\_\_\_

**CONFLICT OF INTEREST**

Have you ever worked for TRONM or an associated company before?

Yes  No

If yes, where and when: \_\_\_\_\_

Do you have a spouse, partner, relative or household-member working at TRONM?

Yes  No

*(this will not prejudice your application)*

If yes, please give details \_\_\_\_\_

Do you have secondary employment?

Yes  No

If yes, please give details: \_\_\_\_\_

If you are invited to an interview, do you wish to bring family members or friends with you?  
Please advise

Yes  No

If your application is successful when could you commence employment? \_\_\_\_\_

**REFEREES** *Please advise of at least two referees, including your current/previous manager. It is imperative that we are able to contact the referees easily and without delay. The onus is on the applicant to ensure the referees are available.*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

*Referees will only be contacted following an interview*

I \_\_\_\_\_ (full name) consent to Te Runanga o Ngati Mutunga seeking verbal or written information on a confidential basis about me from my referees, and authorise such information to be released by them to Te Runanga o Ngati Mutunga for the purpose of ascertaining my suitability for the position for which I am applying. I understand that the information received by Te Runanga o Ngati Mutunga is supplied in confidence as evaluative material and will not be disclosed to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CRIMINAL RECORD**

*Please note: You are obliged to answer these questions unless the information is concealed under the Criminal Records (Clean Slate) Act 2004. For detailed definition of the Act visit <http://www.justice.govt.nz/privacy/clean-slate.html> TRONM may request a criminal record check be undertaken prior to an offer of appointment being made, subject to this Act.*

Have you been convicted of a criminal offence? Yes  No

If Yes, please give details: \_\_\_\_\_

Do you have any criminal charges pending? Yes  No

If Yes, please give details: \_\_\_\_\_

**DRIVER'S LICENCE**

Do you have a current valid NZ driver's licence? Yes  No   
*You must supply copies if you are employed by TRONM*

If yes, what class(s)? \_\_\_\_\_ Drivers Licence No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you have any infringements? Yes  No

Do you have any cases pending? Yes  No

If yes, please detail: \_\_\_\_\_

**GENERAL** What are your interests/hobbies/sports/clubs or community activities? *(optional)*

**MEDICAL**

*This information is collected to ensure your continual safety in meeting the requirements of the position applied for. It also allows for TRONM to consider all aspects that may be required to identify any special needs you may require to ensure your safety in the position.*

Have you had or do you currently have an injury, illness or medical condition (including any ACC claim) that may be aggravated by this position or affect your ability to perform the duties?

Yes  No

If yes, please give details: \_\_\_\_\_

If you have had a previous ACC claim, is your claim still open? Yes  No

If yes, are you still undergoing rehabilitation? Yes  No

Do you consent to TRONM retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with this organisation in the future?

Yes

**DECLARATION**

I, \_\_\_\_\_(full name) declare that to the best of my knowledge the information provided in this application and in any resume enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_