

CONFIDENTIAL

To be completed personally by Applicant

Date of Application:

Application for Employment

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

Purpose: This information is collected for the purpose of assessing your suitability for employment at Youthtown.

Position Applied For:

YOUR NAME
In block letters

How do you like to be addressed:
Family Name:
Given Names (under line name used):
Give details of other names:

YOUR CONTACT ADDRESS
AND TELEPHONE NUMBERS

Contact Address:
Home Phone No: Mobile.....

LEGAL WORK STATUS

Are you legally entitled to work in New Zealand? Yes/No
Please include work status (e.g. work visa) or residency permit number
.....

EDUCATION

Qualifications (Secondary School)
.....
Tertiary Qualifications
.....
.....

QUALIFICATIONS

Please describe the skills you hold which are relevant to the position applied for
.....
.....
.....
.....

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:

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

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 jobs which may be relevant:
.....

REFEREES

Give name, address and telephone numbers of at least two referees.

| Name | Position | Address | Phone no. |
|-------|----------|---------|-----------|
| | | | |
| | | | |
| | | | |

If your application is successful when could you commence employment:
.....

I consent to Youthtown seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorize the information sought to be released by them to Youthtown for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Youthtown is supplied in confidence.

If yes, Signature: Date:

GENERAL

Have you any criminal convictions, not including any concealed under the Criminal Records (Clean Slate) Act? Yes/No

If yes, please detail:

Have you been the subject of a Diversion ordered by the Courts?
Yes/No

Do you have a current drivers licence? Yes/No

If yes, what class, type & expiry date?

Can you drive a manual vehicle? Yes/No

Drivers licence No.:

Do you have any demerit points or endorsements? Yes/No
Do you have any cases pending? Yes/No
If yes, please details:

What are your interests/hobbies/sports/clubs or community activities?
.....
.....
.....
.....

MEDICAL

Do you have any health related issues (including stress) that may impact on your ability to perform the tasks listed in the Job Description and/or Task Analysis for the job that you are applying for?
Yes/No
If yes, please detail:

Have you had an injury or medical condition caused by gradual process, disease or infection for example hearing loss, sensitivity to chemicals, repetitive strain injuries that may be aggravated or further contributed to by the tasks of this job. Yes/No
If yes, please detail:

PRIVACY ACT CONSENT

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

Yes/No

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 is suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Signed: **Date:**