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Tokoroa 3240

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Centre Manager: Florence Kamoe
Chairperson: Mata Tuau

CONFIDENTIAL

To be completed personally by Applicant

Date of Application _____

APPLICATION FOR EMPLOYMENT

Position applied for:

Name: (Block Letters) Family name: _____
Given names: _____

Phone Numbers: H: _____
M: _____
O: _____

Current Address: _____

Age: (Are you over 17?) _____

Legal Work Status (Are you entitled to work in New Zealand?) _____

As: A New Zealand Citizen _____ (Y/N)
A permanent resident _____ (Y/N)
A holder of a current work permit _____ (Y/N)

Education: School: _____

Training Institute: _____

Qualifications: _____

Languages:

Employment History: (Present or most recent employers)

Employer/Company Name: _____
Address: _____
Position Held: _____

Employer/Company Name: _____
Address: _____
Position Held: _____

Employer/Company Name: _____
Address: _____
Position Held: _____

Do you have secondary employment? _____ (Y/N)

If so please give details _____

Referees:

Please give the name, address and telephone numbers of at least two referees:

Name: _____
Address: _____
Phone Nos: _____

Name: _____
Address: _____
Phone Nos: _____

Name: _____
Address: _____
Phone Nos: _____

If your application is successful, when could you commence work? _____

I, _____, consent to *the Koanga* seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to *the Koanga* for purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the Koanga is supplied in confidence as evaluative material and will not be disclosed to me.

Signed: _____ Dated: _____

General:

Are you prepared to work shifts? _____ (Y/N)

Are you prepared to work overtime if required? _____ (Y/N)

Do you have a current Drivers Licence? _____ (Y/N)

If yes, what class and what number? _____

What hobbies and interests do you have? _____

APPLICATION FOR EMPLOYMENT

Medical:

If you are offered employment, the offer may be made subject to you obtaining a full medical clearance (by completion of medical examination) to assess your fitness for the job for which you are applying.

Do you consent to undergo a medical examination if you are offered employment? _____ (Y/N)

Do you consent to any biological (health & exposure) monitoring in accordance with the Health and Safety at Work Act 2015, if applicable?

_____ (Y/N)

Do you have any health related issues that may impact on your ability to perform the tasks listed in the Job Description for the job that you are applying for? _____ (Y/N)

If yes, please give details: _____

Privacy Act Consent:

Do you consent to the Koanga retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with this Koanga in the future? _____ (Y/N)

Declaration:

I, _____, (full name), declare that to the best of my knowledge the information contained 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 may be terminated.

Signed: _____ Dated: _____

REFERENCE CONSENT:

Name of Organisation: ____ RaItu Koanga Reo _____

I consent to the above organisation seeking verbal or written reference on a confidential basis from _____ about me, and authorise the information sought to be released for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the Koanga is supplied in confidence as evaluative material and will not be disclosed to me.

Signature of Candidate: _____

Date: _____

REFERENCE CONSENT:

Name of Organisation: ____ RaItu Koanga Reo _____

I consent to the above organisation seeking verbal or written reference on a confidential basis from _____ about me, and authorise the information sought to be released for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the Koanga is supplied in confidence as evaluative material and will not be disclosed to me.

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