



## Massey Child Care Centre Inc Application for Employment Form

Position Applied for:	
If your application is successful, when could you commence employment?	

### Personal Details

Title			
First Name(s)		Surname	
Address			
Email address			
Telephone	( )	Mobile	
Telephone Wk	( )	If you are happy for us to contact you at work, please provide your work contact number	
Age	Over 17 <input type="checkbox"/>	Over 20	<input type="checkbox"/>

### Work status

Are you a NZ citizen or resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### Fitness to Undertake Work

The purpose of gathering the following information is to enable Massey Child Care Centre to determine whether you have any medical condition, injury or impairment which may affect your ability to perform the required work. It will also identify areas where there could be a health and safety risk to yourself or others relating to such condition, previous injury or impairment.

Have you had an injury or medical condition caused by gradual process, disease or infection – for example, hearing loss, repetitive strain injury-which the duties of this job may aggravate or contribute to? If yes please specify.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had any significant time off work as a result of an illness, injury or infection that may affect you ability to perform the job applied for? If yes, please specify (including estimate of time off, year of occurrence and reason).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have (or have you had had) a medical or surgical condition, disorder, or injury that could affect you ability to undertake, or be aggravated by, the role that you have applied for, or your employment in general, or might affect you from attending work regularly? If yes, please specify.	Yes <input type="checkbox"/> No <input type="checkbox"/>



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### **Other Relevant Information**

The following question relates to your credibility and suitability for employment in an education organization.

Have you any criminal convictions, or actions pending which could result in a criminal conviction in New Zealand or overseas and/or are you aware of any matters pending? If yes, please specify details.	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offence, type of offence, remoteness of the offence at the time, and rehabilitation will be taken into account in determining the effect on suitability for this position as part of the appointment process.*

### **Qualifications**

Please provide details of qualifications obtained

	Name and location of Establishment	Years		Qualifications obtained or underway
		To	From	
Tertiary				
Vocational				

### **Employment History**

Employment details included in CV (attachment)

From	To	Employer	Position	Reason for Leaving



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May we contact your past employers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
May we contact your present employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Referees

Please list two referees whom we can contact concerning previous employment. These should preferably be current or previous managers.

Name	Occupation	Organisation	Address	Telephone	Email Address

Please list one person whom we can contact as a character referee.

Name	Address	Telephone	Email Address

### Statement Of Agreement

I certify that to the best of my knowledge the answers given and any documents in respect of this application are true and correct. I understand that any position I may be offered will be based on the answers and the details I have provided and if any false information be given or material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Massey Child Care Centre Inc reserves the right not to make an appointment or to appoint by invitation.

Please post the completed application form with a cover letter and CV to:

Massey Child Care Centre Inc  
Private Bag 11-222  
Palmerston North  
4471