



Application for Employment

Position Applied For: _____ Date: _____

Date Available: _____ Expected Wage / Salary \$ _____

1. Personal Details

Surname (Mr / Mrs / Miss / Ms) _____

First Name(s) _____ Preferred Name _____

Address _____

Telephone No. Home: _____ Work: _____

Date of Birth: _____

(Note: If all details below are contained in your Curriculum Vitae, please proceed to the General Information section on the next page.)

2. Secondary Education

School Attended	No. Years	Examinations Passed	Results / Grade
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Further Education

Institution Attended	No. Years	Course Title	Qualification Gained
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(if qualifications are not yet completed, please state level achieved to date)

4. Other Achievements

(Languages, Computer Skills, First Aid Training, etc.)

5. Membership of Relevant Professional Bodies, Associations, etc.

6. Employment History

I hereby authorise Clelands Construction Limited to request verbal or written reference from my referees and / or previous employers. I also understand and accept that any references that are obtained by Clelands Construction Limited will be confidential and will be used by Clelands Construction Limited solely to evaluate my suitability for employment with Clelands Construction Limited and I will not be entitled to have access to any references obtained.

Signature: _____ Date: _____

Start with last or present employer and work backwards.

I agree that my previous employers may be contacted as referees. However, my current employer will not be contacted without my express consent beforehand.

Last or Present Employer: _____

Address: _____

Position Held: _____ From / / To / /

Manager / Supervisor's name: _____

Key duties and responsibilities: _____

Reason for leaving: _____

Previous Employer: _____

Address: _____

Position Held: _____ From / / To / /

Manager / Supervisor's name: _____

Key duties and responsibilities: _____

Reason for leaving: _____

Previous Employer: _____

Address: _____

Position Held: _____ From / / To / /

Manager / Supervisor's name: _____

Key duties and responsibilities: _____

Reason for leaving: _____

7. General

Privacy Act Statement

In accordance with the Privacy Act 1993, the information which you supply on this Application Form is solely to assess your suitability for employment with Clelands Construction Limited and made subject to your obtaining a medical clearance that you are fit to work by completing the company's pre-employment medical examination.

This information will be held secure in Clelands Construction Limited personnel medical files in New Plymouth and under strict rules of access, no information will be disclosed to unauthorised third parties.

Declaration

I hereby declare that I have read the above Privacy Act Statement and am aware of my rights under the Privacy Act 1993.

Signature: _____

Date: _____

Print Name: _____

	Yes	No
Do you hold a current New Zealand driving licence:	Y	N

Classes of New Zealand driving licence _____
(valid to / /) (photocopy of licence required)

Do you have any previous criminal convictions, or are you awaiting the hearing of any charges? If yes, please fill out the Department of Court form attached and give details. _____	Y	N
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Are you legally entitled to work in New Zealand?	Y	N
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If not a NZ citizen, do you have a work permit? (valid to / /) (please produce if necessary)	Y	N
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(Should you be working in New Zealand on a Work Permit and / or intending to apply for residency, the prime accountability to initiate the immigration process to remain legally entitled to work in New Zealand



will remain your responsibility.)

	Yes	No		Yes	No
Are you available to work:					
Shifts:	Y	N	Part-time:	Y	N
Casual:	Y	N	Temporary:	Y	N
Overtime:	Y	N	Weekends	Y	N
Away from home:	Y	N			
Do you smoke?	Y	N			

Ambitions, personal interests, hobbies:

I acknowledge that if appointed, my salary or wages will be direct-credited to my bank account.

In the event of appointment, I agree to be covered by the terms and conditions of the Clelands Construction Limited employment agreement.

I certify that to the best of my knowledge the answers in this application and any information supporting the application are correct, and I understand that if any false or deliberately misleading information is given, or facts suppressed, I will not be accepted or if I am employed, my employment will be terminated.

Signature: _____

Date: _____

Print Name: _____