

# Application for Employment

HR-6.3

ISSUE 01

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## APPLICATION FOR EMPLOYMENT

- This application must be completed by the applicant in their own handwriting in blue or black ink. Please use block letters.
- Please answer **ALL** questions in the application.
- Your CV, copies of Trades Certificates and Qualifications should accompany this application.
- Mainarc Engineering may not be able to offer immediate employment, do you consent to allow us to keep your details on file for opportunities that may become available in the future? YES  NO

**Date of Application:**

**Position Applied For:**

<b>Your Name</b>	Surname / Family Name:		
	Given Names:		
	Are you known by any other names?		
<b>Date of Birth</b>	/ /		
<b>Contact Details</b>	Residential Address:		
	Postal Address (if different)		
	<b>Email:</b>		
<b>Phone Numbers</b>	<b>Home:</b>	<b>Mobile:</b>	
<b>Legal Work Status</b>  <i>(Attach relevant proof)</i>	Are you a New Zealand Citizen <i>(Attach copy of NZ Passport or Birth Certificate)</i>		Yes / No
	Or a permanent resident <i>(Copy of Residency from Passport)</i>		Yes / No
	Or a holder of a current work visa <i>(Copy of Visa)</i>		Yes / No
<b>Drivers Licences</b>  <i>Photocopy of Licence required</i>	Do you hold a current NZ Drivers Licence?		Yes / No
	Drivers Licence Number:		
	Classes Held:		Version:
<b>Next of Kin</b>  <i>(To be used in case of an emergency)</i>	<b>Name</b>	<b>Relationship</b>	<b>Contact Ph</b>

Director: *D Smyth*

Authorised by GM: *A Douman*

15<sup>th</sup> March 2011

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<b>Education</b>	<b>Tertiary Education / Apprenticeship</b>			
	<b>Year</b>	<b>Course</b>	<b>Name of Institution</b>	<b>Location</b>
<b>Qualifications</b>	Do you hold a Trade Qualification <i>(ie Trade Cert, Advanced Trade)</i>			Yes / No
	<b>Qualification</b>			<b>Date Obtained</b>
Please list any qualifications or certificates you have <i>(ie 4711, Confined Space, First Aid Certificate, Hazard ID)</i>				
	<b>Course</b>			<b>Expiry Date</b>
<b>Employment History</b>	Present or Most Recent Employer:			
<i>These may be contacted for reference material</i>	Company: .....			
	Date From: ..... Date To: .....			
	Company: .....			
	Position Held: .....			
	Reason for Leaving: .....			
	Next Most Recent Employer:			
	Company: .....			
	Date From: ..... Date To: .....			
	Company: .....			
	Position Held: .....			
Reason for Leaving: .....				

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	Next Most Recent Employer: Company: ..... Date From: ..... Date To: ..... Company: ..... Position Held: ..... Reason for Leaving: .....	
	Have you ever worked for Mainarc Engineering before? If Yes, where and when: ..... .....	Yes / No
<b>Referees</b>	Give name, address and telephone numbers of at least two referees:	
	<b>Name</b>	<b>Phone #</b>
		<b>Relationship to You</b>
<b>General</b>	Are you prepared to work shifts if required to do so?	Yes / No
	Are you prepared to work overtime if required?	Yes / No
	Do you have a spouse, partner or relative working here or elsewhere in the same industry?	Yes / No
	If Yes, who? .....	
	Where do they work? .....	
<b>Medical History</b>	Do you suffer from or have had symptoms relating to any of the following conditions:	
	Asthma, wheezing or any lung disorder?	Yes / No
	Diabetes, or abnormal glucose tolerance?	Yes / No
	Epilepsy or seizures?	Yes / No
	High or low blood pressure, heart condition?	Yes / No
	Back pain, neck, hip or spinal conditions?	Yes / No
	Suffer from sever migraines or headaches?	Yes / No

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	Do you suffer from depression, anxiety or panic disorders?	Yes / No
	Hernia or Ulcer?	Yes / No
	Do you have any allergies?	Yes / No
	Are you taking any medication?	Yes / No
	Other?	Yes / No

If you have answered **Yes** to any of the above questions, please explain below:

.....

If you are taking any medication including for asthma, please advise what type of medication you are taking:

.....

<b>Consent</b>  <i>(Employers, Referees, LTSA)</i>	Mainarc Engineering Services have a strict Drug and Alcohol policy. An offer of employment is conditional on agreeing to undergo a Drug and Alcohol test, and returning a non negative result.  Do you consent to undergo a Drug and Alcohol Pre-employment test?  Initial: _____	Yes / No
	Do you consent to information on past/future driving history being sought from LTSA?  Initial: _____	Yes / No
	You have provided names and contact details of nominated referees and previous employers on this application. Do you consent to Mainarc contacting these employers / referees for verbal reference checks?  Initial: _____	Yes / No
	On completion of employment with Mainarc Engineering Services we may be contacted by potential future employers for a reference check. Do you consent to Mainarc releasing a reference to future employers?  Initial: _____	Yes / No

<b>Declaration</b>  I, ..... <i>(full name)</i> declare that to the best of my knowledge the information I have provided is true and accurate. I understand that if I have provided false or deliberately misleading information, I will not be accepted, or if I am employed, my employment will be terminated.  Signed: ..... Date: .....
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<b>RATES SCHEDULE (OFFICE USE ONLY)</b>	
NON NZ STEEL HOURLY RATE \$ _____	APPROVED _____ (SIGN)

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