

APPLICATION FOR EMPLOYMENT

About this form

This completed Application for Employment form is a source of information that will be used by this business to consider your suitability for the position for which you are applying.

We ask that you to fill in the form personally, honestly, and that you answer all relevant questions. Please note that the provision of false information may result in the withdrawal of an offer, or be grounds for dismissal if your application for employment is successful.

You are welcome to send copies of CV's or supporting documentation with this application, however we cannot take responsibility for lost or damaged material so please do not send originals.

All information you give us will be treated confidentially and kept secure. The information will only be released in accordance with the authorisations you provide to us in this form. If your application is successful, this form will become part of our personnel records. You are entitled to access the information upon request. If your application is unsuccessful, this information will be securely stored in our archives or destroyed.

The completion of this form does not indicate that there is any obligation on Waitakere Rainbow Childcare Centre to interview you, or to make any offer of employment.

Please complete

I authorise the company to retain this complete form and supporting documents for use in connection with future vacancies

Yes/No

APPLICATION FOR EMPLOYMENT

Date of Application	
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Position applied for	
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YOUR PERSONAL DETAILS

Surname	
Given Names	
Are you known or have you been known by any other names? (for example maiden name, or you have changed your name)	
Address	
Email Address	
Home Telephone	
Mobile:	
Work Telephone	
Gender	Male / Female
Date of Birth	

ABILITY TO WORK IN NEW ZEALAND

Are you currently legally entitled to work in New Zealand You will be required to produce proof of status to work in NZ.	Yes / No
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What interests you about working for Waitakere Rainbow Childcare

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QUALIFICATIONS, SKILLS AND EXPERIENCE - WHAT WILL YOU BRING TO THE POSITION?

Qualifications (NCEA /Diploma / Degree / Post Graduate / professional qualifications / tertiary / trade qualifications / certificates / licences

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Please describe all relevant skills and experience that you have, for the role you have applied for.

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Do you speak, or read and write in a language additional to English?

Yes / No

If yes, please detail

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EDUCATION AND EMPLOYMENT BACKGROUND

Name of secondary school(s) / Tertiary institutes attended	From (date)	To (date)

EMPLOYMENT HISTORY. (Start with your current / most recent employer)

Employed Date from and to	
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Company Name:	
Address:	
Position Held:	
Main Duties:	
Hours Worked per Week	
Reason for Leaving	
Do you consent to the company contacting your present employer for the purposes of reference checking?	Yes/No

Employed Date from and to	
Company Name	
Address	
Position Held	
Main Duties	
Hours Worked per Week	
Reason for Leaving	

Employed Date from and to	
Company Name	
Address	
Position Held	
Main Duties	
Hours Worked per Week	
Reason for Leaving	

Give details of all previous employment not detailed above. Please continue on a separate sheet if necessary.	
Have you ever been through a disciplinary / performance process which resulted in your employment ending? If yes, please provide details	Yes/No

<p>Have you ever worked for this company before?</p> <p>If yes, where and when?</p>	<p>Yes/No</p>
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YOUR AVAILABILITY TO WORK

<p>Do you have secondary employment?</p>	<p>Yes/No</p>
<p>If yes, where and when</p>	
<p>If your application is successful when could you commence employment?</p>	
<p>Are you aware of anything that could place you in a potential conflict of interest with the company? Or which may restrict your ability to fully perform your duties?</p> <p>This could include a non- competition, or non- solicitation restriction in your current employment agreement</p> <p>If yes, please explain.</p>	
<p>Are you prepared and able to work with all age groups, and handle all products, food, and bodily fluids / functions usually encountered with the position that you have applied for?</p> <p>If no, please provide details.</p>	<p>Yes / no</p>
<p>Do you have a spouse, partner, relative or household member who works for the company?</p>	<p>Yes / no</p>

MORE ABOUT YOU - CHARACTER AND REFERENCES

<p>What transport arrangements do you have to attend your place of employment?</p>	
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What are your interest/hobbies/sports/clubs or community activities?

Have you had or do you have any injuries or medical conditions (for example hearing loss, allergy, sensitivity to chemicals, occupational overuse injuries or back injuries) that the tasks of this job may aggravate or contribute to, or which may prevent you from carrying out the functions of the position?	Yes/No
If yes give details:	
Do you agree to undergo a medical examination if required?	Yes/No
Have you ever had difficulties coping with stressful events in the workplace?	Yes/No
If Yes, please provide details	

ADDITIONAL INFORMATION(if you require further space, feel free to attach additional pages, with your name written at the top of any additional page.)

DECLARATION:

I Declare:

1. That my answers in this application are true and not misleading and
2. That there is no further relevant information that I have not disclosed.

I Acknowledge:

That if Waitakere Rainbow Childcare employs me, they are relying on the truth and completeness of my answers and therefore if I have not answered truthfully and completely, the company may withdraw any offer of employment prior to acceptance, or terminate my employment without notice.

Signed		Date	
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