

EMPLOYMENT APPLICATION FORM



PURPOSE

The application form is a source of information, which will be used by Enrich+ to assist in considering your suitability to the position for which you are applying. All sections of this application form must be completed. If successful, such information shall form part of Enrich+'s personnel records. The completion of this form does not indicate that there is any obligation on Enrich+ to engage the applicant.

All information provided is treated as confidential. Information relating to unsuccessful applicants, unless otherwise requested, shall be retained by Enrich+ for a period of 12 months. Enrich+ may contact you if a suitable position becomes available.

The above information is provided in accordance with the Privacy Act 1993.

PERSONAL DETAILS

Title:	_____	Please specify if other:	_____
First Name(s):	_____	Surname:	_____
Known As:	_____		
Street Address:	_____	Suburb:	_____
Town / City:	_____	Postcode:	_____
Postal Address:	_____	Suburb:	_____
Town / City:	_____	Postcode:	_____
Phone Number:	_____	Mobile Number:	_____
Email Address:	_____		

ELIGIBILITY TO WORK IN NEW ZEALAND

- | | |
|----------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> NZ Citizen | <input type="checkbox"/> NZ Permanent Resident |
| <input type="checkbox"/> Work-Visa Expiry Date: | <input type="checkbox"/> Other |

Do you give Enrich+ permission to check with immigration regarding your work status?

I have reached the current school leaving age (16yrs)

DRIVER LICENCE

- NZ Full NZ Restricted NZ Learner
 International Full No Licence Other

Are you able to competently drive a manual vehicle?

Have you ever been disqualified from driving or has your licence been cancelled and/or suspended?

Do you have any demerit points or endorsements? (if yes please give details below)

What transport arrangements do you have to get to and from work?

PROFESSIONAL MEMBERSHIPS

Please list all organisations you currently or previously have had professional memberships, licences or registrations with (please detail which are still current):

Have you ever had a professional membership, licence or registration cancelled, declined or suspended (if yes please give details below)?

VOLUNTARY WORK

Name of Organisation	Position(s) Held	Years Worked	Reason for Leaving
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SECONDARY EMPLOYMENT

Do you have any other employment/voluntary work (including territorial forces) that you intend to continue with, if you are offered this position

If yes, please give details below including days / hours of work

EMPLOYMENT HISTORY

Please detail your employment history for the last five years.

Present / Most Recent Job

Company / Organisation

Location

Other Positions Held

Start Date (mth / yr)

Finish Date (mth / yr)

Reason for Leaving

Hours Worked per Week

Current Salary

Main Duties

As detailed in CV

As detailed below

Next Most Recent Job

Company / Organisation

Location

Other Positions Held

Start Date (mth / yr)

Finish Date (mth / yr)

Reason for Leaving

Hours Worked per Week

Current Salary

Main Duties

As detailed in CV

As detailed below

Next Most Recent Job

Company / Organisation

Location

Other Positions Held

Start Date (mth / yr)

Finish Date (mth / yr)

Reason for Leaving

Hours Worked per Week

Current Salary

Main Duties

As detailed in CV

As detailed below

REFERENCES

We may complete at least two verbal / written references following your interview.

The references you provide should include your **Manager** from your two most recent employers of work and / or teacher from recent training courses.

Your referees must not be related to you or part of your extended family.

Name	Organisation	Reference Job Title	Contact Numbers	Email
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By selecting 'Yes' and typing my name below, I am electronically signing my consent to Enrich+ 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 Enrich+ for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Enrich+ is supplied in confidence as evaluative material and may be disclosed to me if my referee authorises.

For the purposes of compliance with the Privacy Act 1993, do you consent to Enrich+ contacting your present employer to complete a reference?

Name:

HEALTH AND SAFETY

Please answer the following questions, providing details below for any you have answered yes:

1. Do you have (or have you had) any injury, illness, allergy or condition (including anxiety, stress, mental health, back injuries) which has or may affect your performance in the role?
2. Are you taking any medication which may have an ability to affect your performance in the role (including your ability to drive)?
3. Do you have any disabilities that may affect your performance in the role or require modified equipment or assistance from Enrich+?
4. Have you claimed Accident Compensation (ACC) in the last twelve months?
5. Has the use of alcohol/drugs ever affected your performance at work?

Details for any questions you have answered 'yes':

6. Do you consent to undergo a medical examination?
7. Are you prepared to undergo drug and/or alcohol testing during your employment at Enrich+ and/or as part of your pre-employment recruitment process?

SMOKING POLICY

All work areas will be smoke free. Smoking is to be carried out off the premises with smokers taking responsibility for clearing away their own litter. There is to be no smoking in any vehicle belonging to Enrich+ Trust. Smoking is to be carried out in the person's own time, as in recognised breaks.

8. Do you agree to comply with the Enrich+ policy on smoking?

GENERAL QUESTIONS

Please answer the following questions and provide details for any you have answered yes to:

1. Have you ever worked for Enrich+ / Gracelands, or an associated organisation, previously?
2. Does your spouse/partner/other family member (or anyone else you have a personal relationship with) work, or is a client, at Enrich+?
3. Have you applied for a position at Enrich+ in the last 6 months?
4. There may be requirements to work outside regular hours or to work additional hours to meet operational requirements. Are there any days/nights that you are unable to work?
5. Have you ever been involved in any employment grievance or disciplinary process?
6. Are you prepared to handle all products, materials or equipment as required in the role?
7. If you are successful in this application, when could you start employment?

Immediately

Specific Date:

week's notice

8. How did you hear about this position?

- | | | |
|---------------------------------------------|------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Enrich+ Website | <input type="checkbox"/> Seek | <input type="checkbox"/> Trade Me |
| <input type="checkbox"/> Student Job Search | <input type="checkbox"/> Local Newspaper | <input type="checkbox"/> Other |

Details for any questions you have answered 'yes':

CRIMINAL HISTORY

Please be aware that you may not be obliged to declare certain offences which occurred more than 7 years ago under the Criminal Records Clean Slate Act 2004. Please note that criteria may be different for positions which come under the Vulnerable Children's Act, (2014). If you have any doubts, please seek advice before completing the following question:

Please answer the following questions and provide details for any you have answered yes to:

1. Have you ever been charged with or convicted of a criminal offence in New Zealand or overseas (excluding minor traffic offences)?
2. Are you awaiting the hearing of charges in a civil/criminal court of law or are you under investigation for any criminal activities (New Zealand/overseas)?
3. Have you ever been the subject of a Diversion ordered by the Courts?

AGREEMENT

I declare that by undertaking certain tasks appointed by the company that it does not constitute a job offer or the commencement of employment and I hereby accept that this is part of the job interview.

Declaration

I declare

1. That my answers in this application and supporting documentation are true and not misleading
2. That there is no further information that may be relevant that I have not told you about

Acknowledgement

I acknowledge

1. That if you employ me you are relying on the truth and completeness of my answers and therefore;
2. That if in the company's opinion I have not answered truthfully and completely, you may terminate my employment immediately and without notice;

Understanding

I understand that false or incomplete answers relating to my medical history could mean that I may compromise my access and receipt of ACC compensation and may jeopardise my ongoing employment with Enrich+. Any offer of employment may be conditional on my obtaining of a full medical clearance, including through an Enrich+ pre-employment medical.

Consent

I consent to Enrich+ contacting any organisation that I may have had a professional membership, registration or licence with, as required under the Vulnerable Children's Act 2014.

I agree to submit this application by electronic means and by typing my name below I am electronically signing that I have read and fully understood the details in the agreement section of this Employment Application Form

Name:

Date: