



# APPLICATION FOR EMPLOYMENT

## THE ROSE AND SHAMROCK LTD

The personal information you provide in this document will be held by the company for a limited period of time only and will be used for the purpose of assessing your suitability for employment. It will be accessible to senior management staff only. You have a right of access to this information to ensure its accuracy. This is a Confidential Document subject to the Privacy Act 1993.

### SECTION ONE - POSITION

Position applied for .....

I am available to work:  Permanent  Part-time  Casual (please be specific)

Weekdays  .....

Weekends  .....

Evenings  .....

### SECTION TWO - PERSONAL INFORMATION

Full Name ..... Given name .....

Address .....

Home Phone no ..... Alternative No ..... Date of Birth .....

Email .....

### SECTION THREE - EDUCATION

Name of School/College/Polytechnic/University	From	To
.....	.....	.....
.....	.....	.....
.....	.....	.....

#### Qualifications/Achievements/Trade Qualifications/Apprenticeship Details:

.....

### SECTION FOUR - EMPLOYMENT HISTORY (detail your 2 most recent positions)

#### 1. NAME OF EMPLOYER .....

Address ..... Phone no. ....

Length of service:..... Years/months ..... From: ..... To: .....

Position held: ..... Nature of work: .....

Reason for leaving: .....

#### 2. NAME OF EMPLOYER .....

Address ..... Phone no. ....

Length of service:..... Years/months ..... From: ..... To: .....

Position held: ..... Nature of work: .....

Reason for leaving: .....

Do you agree to inquiries being made as to the accuracy of information in this application form, or any other matter relating to your suitability for employment?

Present Employer: Yes  No  Past Employer: Yes  No  Other Person: Yes  No

**SECTION FIVE - REFEREES** - Please give details of referees whom you authorise us to contact.

**Name of Work related Referee:** .....

Business name: ..... Phone no: .....

**Name of Work-related Referee:** .....

Business name: ..... Phone no: .....

**Name of Personal Referee:** ..... Phone no: .....

Address: ..... Occupation: .....

**SECTION SIX - GENERAL**

Are you a member of a territorial force unit or volunteer fire brigade? Yes  No

Do you smoke at work? Yes  No

Are you prepared to work overtime? Yes  No

Are you prepared to work shifts? Yes  No

Do you have permanent residence in New Zealand? Yes  No

Have you been **charged or convicted** with a criminal offence in the last 7 years? Yes  No

If yes, give brief details: .....

Have you ever been dismissed from your employment? Yes  No

If yes, give brief details: .....

If your application is accepted, when could you commence employment? .....

Would you engage in other paid work while employed in this position? Yes  No

Do you have a current drivers licence? Yes  No

If yes, what class? .....

Do you have any current or pending traffic convictions? Yes  No

If yes, please give details .....

**SECTION SEVEN - HEALTH**

Do you suffer any discomfort from music noise? Yes  No

Are you allergic to, or have sensitivity to any substances or chemicals? Yes  No   
(for example: soap powders, flour dust, cleaning materials, cigarette smoke etc.)

Have you ever suffered any back injury or back strain? Yes  No

Have you ever suffered from any overuse injuries eg RSI or OOS? Yes  No

Have you ever been addicted to or had treatment for any form of substance abuse? Yes  No   
(namely alcohol, prescriptive medicine, or narcotics/drugs)

Do you have any other condition which may affect your ability to effectively carry out the functions and responsibilities of the position applied for?

If so, please give details:

.....

.....

Your duties may involve:

- |   |  |
|---|--|
| - standing for long hours                   | - lifting goods onto shelves/tables from floor level |
| - store work (dusty conditions)             | - telephone answering                                |
| - climbing stairs/ladders                   | - writing and reading small print                    |
| - customer service                          | - using a computer                                   |
| - working in a high noise level environment | - working in a smoking environment                   |
| - other:.....                               | - .....  |
| - .....                                     | - .....  |

**NB:** These duties may vary from time to time as needed to operate a successful business.

How many days absence due to sickness have you claimed in the last 12 months of employment?

0-2  3 - 5  6 - 10  11 - 15  16 - 20  Over 20 days

**SECTION EIGHT - EMPLOYMENT RELATIONS ACT 2000**

Your employment will be subject to an Individual Employment Agreement.

Have you ever worked under an Employment Agreement? Yes  No

Do you have any objections working under an Employment Agreement? Yes  No

If yes, please specify why?

.....  
.....  
.....

**SECTION NINE - DECLARATION (*You must read and understand this section*)**

I ..... (full name) declare that to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed. I also understand that any false information given in Section 7 may result in my loss of entitlement for any compensation from ACC. I further authorise the *Rose and Shamrock* or their authorised agents to make such enquiries on the information supplied as is deemed necessary to determine my suitability for employment. I understand and accept that all such information supplied or verified concerning me will be done within the provisions of the Privacy Act 1993. I further understand that all information gathered will be used only to verify my employment details and that I have a right of access to all information gathered to ensure accuracy.

I further declare that I have completed this application for employment in my own handwriting.

Signature: ..... Date: .....

**SECTION TEN - ADDITIONAL INFORMATION**

Do you have any additional information that you consider may assist your application?  
That is, languages, special skills etc.

.....  
.....  
.....

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