

APPLICATION FOR EMPLOYMENT - EXTERNAL

The information collected on this form is used for employment selection. It may also be used for statistical evaluation of the selection process. If selected, this information will be kept on file for the duration of your tenure with the organisation. It may be accessed and corrected by you. If your application is not successful, you may request the return of this form. Otherwise, it will be held on file for 90 days and may be referred to for subsequent position vacancies. This policy aims to be in agreement with the principles of the Privacy Act 1993.

POSITION APPLYING FOR:	
JOB REFERENCE NO.:	
SURNAME:	
GIVEN NAMES:	
NAME KNOWN AS:	
ETHNICITY:	
CONTACT DETAILS:	Address: _____ E-mail: _____ Phone: Wk: _____ Hm: _____ M: _____
WHY ARE YOU INTERESTED IN THIS POSITION?	
QUALIFICATION(S) RELEVANT TO THIS POSITION:	<p>Tertiary/University (<i>institution, qualification & major subjects</i>)</p> <p>Institution: _____ Qualification: _____ Major subjects: _____</p> <p>Institution: _____ Qualification: _____ Major subjects: _____</p>

What training courses, seminars, workshops, etc relevant to this position have you attended? *Please state dates and institutions.*

Name of course/seminar	Institution	Date

Please state any relevant life experience you would bring to this position.

affinity

What external activities are you involved in that are relevant to this position? (i.e. hobbies, interests, sports, clubs or community)

WORK EXPERIENCE:

Please list your most recent employment here.

Employer	Dates	Position held	Describe major knowledge, skills and attributes used in these positions	May we contact this employer for a reference?
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Post interview
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Post interview
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Post interview

Have you ever worked for this Organisation before?

Yes No

If 'yes', please provide details:

Have you ever worked for this Organisation before through a Bureau?

Yes No

If "yes" please provide details:

Position held:

Dates of employment:

ADDITIONAL INFORMATION:

Are you of the minimum legal working age? (16, or the minimum age for the job applied for)

Yes No

Do you have a spouse, partner, relative, or household member working at Affinity Services Ltd?

Yes No

Are you legally entitled to work in New Zealand? (Evidence of your right to work will be requested if you were not born in New Zealand or Australia)

Yes No

Do you have a current, clean full driver's licence?

Yes No

If no, when do you intend sitting your driver's test? Date:

If yes, do you have the ability to confidently drive an automatic vehicle?

Yes No

If yes, do you have the ability to confidently drive a manual vehicle?

Yes No

Do you have a current workplace First Aid Certificate?

Yes No

Affinity Services has a smokefree policy which requires staff to identify whether they are a smoker. Are you a smoker?

Yes No

Do you have an injury or medical condition that may prevent you from undertaking your work duties or that may affect your work performance in any way?

Yes No

If yes, please outline here.

Would you like to disclose a personal experience of Mental Illness you have lived/encountered?

Yes No

If yes and if you would like to elaborate, please do so here?

Is there any commitment you have at this time that may prevent you from fulfilling the requirements of the job for which you are applying? Yes No

If 'yes', please provide details:

If selected, when would you be available to commence employment?

REFERENCES:

Please provide the name and contact details for at least three referees that can speak about your ability to perform the job for which you have applied. Preferably your most recent line managers. By providing these details, you approve of these referees being contacted.

Name	Relationship to you i.e. Line Manager	Phone/Mobile/Email

<p>CRIMINAL OFFENCE:</p>	<p>Have you been convicted of any criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Exclude traffic infringement notices and minor driving offences (i.e. where the maximum penalty does not include a prison term and the maximum fine is \$2,000 or less.)</i></p> <p>If yes please give details, including nature of conviction and date. <i>(Note: we request this information to meet the terms and conditions of our contractual obligations with the Ministry of Health)</i></p> <p>Affinity Services Ltd is required under its contract with the Ministry of Health not to employ any person who has a criminal conviction of a sexual offence, a crime against the person or a crime involving dishonesty or criminal damage (i.e. for any offence contained in Parts V11, V111 or X of the Crimes Act 1961 and its amendments or any re-enactment of those provisions.) All employees are required to undergo a police check for this reason.</p>
<p>DECLARATION</p>	<p>I, _____ (full name), declare to the best of my knowledge the answers given in this application are correct and I understand that, if any false or deliberately misleading information is given, or any material fact suppressed, I may not be employed. If I am employed and this information comes to light, I may be dismissed.</p> <p>Signed: _____ Date: _____</p>
<p>Please complete by hand, sign and either scan + email, post, fax or hand deliver this to Human Resources:</p> <p><u>careers@affinityservices.co.nz</u></p> <p>Affinity Services PO Box 11072 Ellerslie 1542 </p> <p>Parenting Plc, Level 1, 300 Great South Road, Greenlane, Auckland</p> <p>Fax: 09 520 4068</p>	