

Please return to: Tech Group HR, P.O.Box 3016, Napier 4142 or email: HR@techgroup.co.nz

Company: Position: **Section 1 - Personal Details**Surname: First Names: Address: Phone: Mobile: Email: Are you known by any other names? **Yes / No** If yes give details:

Thank you for your application to join one of the companies belonging to the Tech Group. We are proud of our group of companies and wish to ensure we match up the right people to the positions we have available. To make sure of this and to ensure we meet our legal obligations we need you to personally complete this application. This does not mean you have definitely been offered a position. If you attend a job interview we may need to cover further employment related matters with you.

The information we gather at this time is to give our companies the information required to assess your suitability for employment. The information will be held securely. Except where required by law, none of this information will be disclosed by a third party without your authorisation. Information provided by a successful applicant will form part of their personnel file. Information provided by an unsuccessful applicant will be confidentially destroyed after 12 months or earlier if requested.

You are entitled to access your personal information (with the exception of evaluation material) upon written request and in the presence of the Privacy Officer.

Please be aware that failure to answer any of the questions truthfully or fully will render this application invalid and should you have been successful in your application, this action may be grounds for summary dismissal.

Section 2 - Residential Status

Are you a New Zealand citizen?

Yes / No

If YES, can you provide evidence if required?

NA / Yes / No

If NO, do you have the right to permanent residence?

NA / Yes / NoIf NO, do you have a work permit? (*passport is required for verification*)**NA / Yes / No**

Are you an assisted immigrant under bond to the government or another employer?

NA / Yes / No

If YES, do you have the authority to accept other employment?

NA / Yes / No**Section 3 - Education & Qualifications**How many years did you complete at secondary school?

What educational, trade, professional qualifications do you have?

Give details of other qualifications, certificates, licences etc. or courses attended

Do you have a current NZ driver's licence?

Yes / NoTypes:

Do you have any endorsements/restrictions?

Yes / No

If so please supply details

Section 4 - Employment History

Last Employer:
From To

Position Held:
Brief Description of Work:

Do you consent to us seeking verbal or written information about you from this referee? **Yes / No**
Signed: Dated:

Second Last Employer:
From To

Position Held:
Brief Description of Work:

Do you consent to us seeking verbal or written information about you from this referee? **Yes / No**
Signed: Dated:

Third Last Employer:
From To

Position Held:
Brief Description of Work:

Do you consent to us seeking verbal or written information about you from this referee? **Yes / No**
Signed: Dated:

OTHER DETAILS

Give details of any other job or experience that may be relevant

Section 5 - Referees

Referee 1 Name:
Address and Phone:
& Email address where able to provide:
Position:

Do you consent to us seeking verbal or written information about you from this referee? **Yes / No**
Signed: Dated:

Referee 2 Name:
Address and Phone:
& Email address where able to provide:
Position:

Do you consent to us seeking verbal or written information about you from this referee? **Yes / No**
Signed: Dated:

Section 6 - Personal Interests

(Brief outline below)

Section 7 - Pre Existing Medical / Injuries

It is important that all questions in this section are answered. Any false information given regarding personal injury, gradual process injury, general health, diseases or infections may be grounds for summary dismissal should you be successful in employment with Tech Group. ACC claims may also be jeopardised.

Have you ever suffered from or currently suffering from any of the following?

- Hearing Loss? **Yes / No**
- Occupational Overuse Syndrome (OOS, RSI, DPI)? **Yes / No**
- Back Problems? **Yes / No**
- Sensitivity or Allergy to chemicals or other substances? **Yes / No**
- Colour Deficiency/Blindness? **Yes / No**
- Other Eyesight Difficulties? **Yes / No**

If the answer to any of these questions is YES, give details

Do you suffer from any injury, ailment or other disability that may adversely affect your regular attendance at work or adversely affect your work performance or adversely affect the safety of yourself or others?

Yes / No

If the answer to this questions is YES, give details

Section 8 - Authorities to Act

Should your application be successful, do you agree to attend a pre employment medical check paid for by the company, and ongoing health monitorir **Yes / No**

Should your application be successful do you agree to the company conducting a pre-employment non invasive drugs test paid for by the company? **Yes / No**

Should your application be successful do you agree to the company conducting a security/police clearance? **Yes / No**

Should your application be successful do you agree to the company conducting a credit check or other relevant checks with agencies? **Yes / No**

Section 9 - General

Do you have any commitments or interests that may interrupt regular attendance at work? **Yes / No**

If the answer to this questions is YES, give details

Have you ever been convicted of a charge in a court in New Zealand or any other country? **Yes / No**

Are you awaiting the hearing of any charges? **Yes / No**

If the answer to these questions is YES, give details

Have you ever taken a personal grievance against a previous employer? **Yes / No**

If the answer to this questions is YES, give details

Section 10 - Declaration

I have personally completed this application for employment and declare the information I have provided (and the information in my C.V. where provided) to be correct. I understand that should I be successful in my application that falsification, deliberately misleading information or suppression of information may be grounds for summary dismissal.

Signed:

Dated:

