



CONFIDENTIAL

To be completed personally by Applicant

Date of Application:

APPLICATION FOR EMPLOYMENT

Note: The completion of this form does not indicate that there is any obligation on Telnet to engage you.

Purpose: This information is collected for the purpose of assessing your suitability for employment.

PLEASE PRINT

POSITION APPLIED FOR

YOUR NAME

In block letters

Mr, Mrs, Ms, Miss, Other:

Last Name:

First and Middle Names (underline name used):

Are you known by any other name(s)?

If yes, give details:

**YOUR CONTACT ADDRESS
AND TELEPHONE NUMBERS**

Contact Address:

Home Phone No: Mobile No:

AGE

Have you reached the current school leaving age (16 years)?

Yes/No

LEGAL WORK STATUS

Are you legally entitled to work in New Zealand?

Yes/No

As:

A New Zealand Citizen

Yes/No

A permanent resident

Yes/No

A holder of a current work permit

Yes/No

If the holder of a work permit, state expiry date:

EDUCATION

Including university, further
education, etc where applicable

Name of secondary school(s) attended

.....

.....

Qualifications (school certificate, university entrance) - (subjects)

.....

.....

Other Qualifications

Yes/No (Subjects)

.....

LANGUAGES

Can you hold an every day conversation in any language other than English?

If yes, which language(s)

**QUALIFICATIONS**

Do you have any other qualifications/certificates/licences/or attended any courses? (Give details).

Please describe the skills you hold which are relevant to the position applied for (e.g. telephone skills, word processing capability etc).

.....

.....

.....

EMPLOYMENT HISTORY

*This does not contravene
the Human Rights Act.*

Present or Most Recent Employer

Company:

Address:

Job Held:

Main Duties:

No of hours worked per week: Length of service:

Reason for Leaving:

Next Most Recent Employer

Company:

Address:

Job Held:

Main Duties:

No of hours worked per week: Length of service:

Reason for Leaving:

Next Most Recent Employer

Company:

Address:

Job Held:

Main Duties:

No of hours worked per week: Length of service:

Reason for Leaving:

Give details of any other job which may be relevant:

.....

Have you ever worked for Telnet or an associated company before?

Yes/No

If yes, where and when:



Do you have secondary employment? Yes/No			
If yes, please detail:			
.....			
REFEREES	Give name, address and telephone numbers of at least two referees.		
Name	Position	Address	Phone No.
.....			
.....			
.....			
If your application is successful when could you commence employment:			
<i>This is necessary for Compliance with the Privacy Act</i>		I consent to the Company 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 Telnet for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by Telnet will be supplied in confidence as evaluative material and will not be disclosed to me.	
Signature:		Date:	
GENERAL	Are you prepared to work overtime if required? Yes/No		
	Do you have any present criminal convictions, not including any covered under the Clean Slate Act?, Yes/No		
	Have you been the subject of a Diversion ordered by the Courts? Yes/No		
	Are you awaiting the hearing of charges in a civil or criminal court of law? Yes/No		
	If Yes to any of the above please give details.....		
			
	Have you ever been dismissed from employment? Yes/No		
	Have you ever been accused of dishonesty in your employment? Yes/No		
	Do you have a current drivers licence? Yes/No		
	If yes, what class?		
	Drivers Licence No.:		
	Do you have any demerit points or endorsements? Yes/No		
	Do you have any legal proceedings against you pending? Yes/No		
	If yes, please detail:		



Do you have a spouse, partner, or relative or working at Telnet or elsewhere in the same industry? Yes/No If yes, who? Where?	
<i>This does not contravene the Human Rights Act.</i>	What transport arrangements do you have to attend work at Telnet? What are your interests/hobbies/sports/clubs or community activities?
MEDICAL	If you are offered employment, the offer may be made subject to your obtaining a full medical clearance (by completion of medical examination) to assess your fitness for the job for which you are applying. Do you consent to undergo a medical examination and/or a drug and alcohol test if you are offered employment? Yes/No Do you consent to any biological monitoring in accordance with the Health and Safety in Employment Act 1992, if applicable? Yes/No Do you have any health related issues that may impact on your ability to perform the tasks in the Job Description and/or Task Analysis for the job that you are applying for? (This includes any past injuries that may affect your employment with Telnet if they recurred) Yes/No If yes, please detail:
PRIVACY ACT CONSENT	Do you consent to the Company retaining the information contained in this application form for the purposes of considering your suitability for any other position that may arise with Telnet in the future? Yes/No
DECLARATION	I,..... (full name) declare that to the best of my knowledge the information provided in this application and in any resume enclosed is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated without notice. I further understand that any offer of employment if made is conditional on my obtaining a full medical clearance. Signed: Date:



REFERENCE CONSENT

Name of organisation: Telnet Services Limited.....

I

consent to the above organisation seeking verbal or written reference on a confidential basis

from(person)

of.....(organisation)

about me, and authorise the information sought to be released for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the Company is supplied in confidence as evaluative material and will not be disclosed to me.

Signature of applicant: **Date:**