



Application for Employment Form

Below is an Application for Employment form that you are requested to complete personally. This application form is a source of information that will be used by Oak Tree Labour Hire to consider your suitability for the position for which you are applying. If successful, such information will form part of our personnel records. Failure to supply the information requested may hinder our ability to assess your suitability for the position.

In accordance with the Privacy Act 1993 you are entitled to access this information upon request to Oak Tree Labour Hire. The information is currently held at the offices of Oak Tree Labour Hire. (419 Church Street East, Penrose, Auckland 1061 or 1/89 Vickerys Road, Wigram, Christchurch 8042).

If possible, please supplement this application form with a current Curriculum Vitae. Please attach relevant documents - copies only. No original documents should be enclosed with your application.

IMPORTANT - Please read this declaration before signing

I certify that the information supplied in this application is true, accurate and complete.

I understand that my employment may be immediately terminated if Oak Tree Labour Hire discovers that any information that I have provided is false or misleading.

Name:

Signature:.....

Date of Application: ___/___/___

First Name/s:

Surname:

Are you known by another name?
(If so, what?)

Date of Birth:

Contact Details:

and street:..... Landline:

Suburb: Cell Phone:

City: Email:

Postal Address (if different):

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.....

Emergency Contact Person:

Emergency Contact: Landline

Cellphone

Address

Please answer the following questions in full (please circle):

Are you a New Zealand Citizen? **YES / NO**

(If not then please provide a copy of your Passport and a copy of your Workers Permit)

Workers permit/Passport supplied to Oak Tree? **YES / NO**

Are you legally entitled to work in New Zealand? **YES / NO**

Can you speak any other languages other than English? **YES / NO**

If yes, please give details

Are you currently receiving any benefits from WINZ? **YES / NO**

If yes, please give details. (type, length of time you have been receiving benefit)

Health

Have you had any serious injuries? **YES / NO**

If yes, please give details including type of injury, date, whether injury still impacts you, medical treatment received, amount of time required off work for the injury/s etc.

Do you have any health problems that may affect your work? **YES / NO**

If yes, please give details:

Transport

What type of drivers license do you have? (Please circle)

None

Learners

Restricted

Full

Do you have reliable transport? **YES / NO**

What type of transport?

Do you have ownership and full access to this vehicle?

Work History

Please list your previous work experience, especially related to devanning or labouring work (attach a C.V. if possible).

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Do you have secondary employment? **YES/ NO**

If yes, please give details.

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Industry Certificates/Licenses

Do you have any relevant and current licenses/certificates? **YES / NO**

If yes, then please name. Also include expiry dates. Please forward copy of these with application.

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Are you prepared to work outside the hours of 7am-5pm? **YES / NO**

Are there any restrictions in regards to the hours you can work? **YES / NO**

If yes, please give details.

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About You

Do you have steel capped boots? **YES / NO**

Do you have any Criminal Convictions? **YES / NO**

If yes, please give full details. Include type of offence/s, date, and sentence (Please note: having a criminal record will not necessarily prevent you from gaining employment with us).

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Are you awaiting the hearing of any charges in a Court of Law? **YES / NO**

If yes, please give details.

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Have you ever been in employment either in the past or present in which you have been subject to any allegation? For example theft, assault, unprofessional conduct etc. **YES / NO**

If yes, please give details:

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What date you would be available to begin work if your application was successful?

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What interests do you have?

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What would you like to achieve from this job?

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What attracts you to apply for the position of devanner?

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.....

How would you describe yourself?

Fitness (circle one of the following)

Unfit

Moderately fit

Fit

Very fit

Do you play any sport? If yes, please give details.

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Would you describe yourself as an early morning person?

YES / NO

How did you hear about Oak Tree? Please give the name of the person (and organisation)

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Please write any relevant information that you would like us to know that would aid your application.

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Thank you for your application. We will be in contact regarding your application as soon as possible. All applications will be treated as confidential.

Warm regards



Office Use Only:

Applicant's IRD #.....

Applicants Bank Details:

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