



APPLICATION FOR EMPLOYMENT

**Smith Crane and Construction Ltd
484 Johns Road
Harewood
Christchurch
03 359 7759**

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

To be completed personally by Applicant in own handwriting

This form is to record an interest from the applicant in any employment opportunities Smith Crane and Construction Limited may have now or in the future. It does not place the company under any obligation to employ the applicant.

YOUR NAME IN BLOCK LETTERS	DATE: _____
Mr Miss Mrs Ms	
Surname: _____	
Given Names (underline name used): _____	
Are you Known by an other name (s)? _____	
Give details: _____	

YOUR HOME ADDRESS AND TELEPHONE NUMBERS
Number and Street: _____
Suburb and Town: _____
Home Phone No: _____
Work Phone No: _____

AGE
Date of Birth: _____ Age _____
Day / Month / Year

RESIDENT STATUS

Are you a citizen of New Zealand?	Yes / No
If yes, can you produce evidence if required?	Yes / No
If no, do you have the right of permanent residence?	Yes / No
If no, do you have a work permit (production of a passport is required for verification)?	Yes / No
Are you an assisted immigrant under bond to the government or any other employer?	Yes / No
If yes, do you have the authority to accept other employment?	Yes / No

EDUCATION (including university further education, etc where applicable)

Name of secondary school(s) attended	From	To
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Qualifications (school certificate, university entrance) (subjects)

Other Qualifications	Yes / No (Subjects)
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LANGUAGES

Can you speak any languages other than English? _____

APPRENTICESHIP (for trades positions only)

Do you have your apprenticeship papers? Yes / No

In what trade were you apprenticed? _____

What was the name and address of the employer?

Name

Address

What trade qualifications do you hold? (eg, Trade Certificate, Advanced Trade Cert. Etc) ?

QUALIFICATIONS - Do you have any other qualifications / certificates / memberships / or attended any courses (give details)

Please describe the skills you hold which are relevant to the position applied for (eg for a Crane Driver - machines operated, duration of experience, etc).

EMPLOYMENT HISTORY - Present or most Recent Employer

Date: _____ To: _____

Company: _____

Address: _____

Job Held: _____

Main Duties: _____

No. of hours worked per week: _____

Reason for leaving: _____

For the purposes of compliance with the Privacy Act 1993 do you consent to the Company contacting your present employer for the purpose of reference checking.

Yes / No

NEXT MOST RECENT EMPLOYER

From: _____ To: _____

Company: _____

Address: _____

Job Held: _____

Main Duties: _____

No. of hours worked per week: _____

Reason for leaving: _____

NEXT MOST RECENT EMPLOYER

From: _____ To: _____

Company: _____

Address: _____

Job Held: _____

Main Duties: _____

No. of hours worked per week: _____

Reason for leaving: _____

NEXT MOST RECENT EMPLOYER

From: _____ To: _____

Company: _____

Address: _____

Job Held: _____

Main Duties: _____

No. of hours worked per week: _____

Reason for leaving: _____

Do you have secondary employment position?	Yes / No
If yes, please detail: _____	

GENERAL

Are you prepared to work shifts if required to do so?	Yes / No
Have you worked shifts before?	Yes / No
Are you prepared to work overtime if required?	Yes / No
Are you available for work away from home?	Yes / No
Are you available for transfer to other work locations?	Yes / No
Have you been convicted of a criminal offence?	Yes / No
Are you awaiting the hearing of charges in a civil or criminal court of law?	Yes / No
Are you prepared to handle all products, materials, or equipment used in our industry?	Yes / No
Do you, or have you, ever take / taken drugs?	Yes / No
Do you smoke?	Yes / No
Do you drink alcohol?	Yes / No
Are you a union member? Yes / No (if yes; membership No:) _____	
Do you have a current drivers licence?	Yes / No
If yes, what classes? _____	
Drivers Licence No. _____	
Do you have any demerit points or endorsements?	Yes / No

FAMILY DETAILS.

Are you; Married / Single / Divorced / Separated / living with a Partner? (strike out)	
Wife, Husband, Partner, or next of kin: _____	
Do you have any children?	Yes / No
If yes, what is / are their name(s)? _____	

Do you have a spouse, partner, relative, friend, or household-member working here or elsewhere in the industry.	
If yes, who? _____	
Where? _____	
Do you have your own transport ?	Yes / No
Do you have any interests / hobbies / clubs or community activities or sporting commitments? _____	

REFEREES

Give name, address and telephone numbers of a least two referees.

Name	Position	Address	Phone No.
_____	_____	_____	_____
_____	_____	_____	_____

If your application is successful when could you commence employment _____

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

If yes, _____ signature. Date: _____

Do you consent to the Company retaining the information contained in this application form for the purposes of considering your suitability for any position which may arise with this Company in the future? Yes / No

DECLARATION

I _____ (full name) declare that I have completed this form personally and that to the best of my knowledge the answers in this application are correct and I understand that if any false or deliberately misleading information is given, or any materials fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC.

Signed _____

Date _____