

## JOB APPLICATION FORM

*Application to be completed in applicant's own handwriting - please print.*

**Position Applied For** \_\_\_\_\_

**Work Required**              Full time               Part time               Casual   
    Days               Evenings

**Please tick days available:**    Mon\_\_\_Tues\_\_\_Wed\_\_\_Thurs\_\_\_Fri\_\_\_Sat\_\_\_Sun\_\_\_

**How many hours are you prepared to work per week:**    minimum \_\_\_\_\_ maximum \_\_\_\_\_

**Length of employment required** \_\_\_\_\_ months **OR** full time all year round employment

**Personal Information**

**Full Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Telephone: Home** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Do you have a current driver's licence?** Yes  No

**Class and number:** \_\_\_\_\_

**Do you have your own transport?** Yes  No

**Health and Physical Particulars**

Have you ever been on ACC?              Yes               No

Have you ever suffered any type of personal injury caused by a work-related gradual process, disease, or infection?              Yes               No

Have you ever had any condition, which is likely to contribute to a work-related gradual process injury, disease, or infection?              Yes               No

Have you ever had any serious illness, operation or accident, or condition that could hamper your work in this position?              Yes               No

If yes, please specify

\_\_\_\_\_

**Qualifications** (Certificates to be supplied)

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Have you been **charged** with any offences in the last 5 years? If 'yes', please provide details:

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Do you have **any legal proceedings pending**? If 'yes', please provide details:

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Have you been declined certification as a Crowd Controller (Door Security)? Yes  No

**Sale and Supply of Alcohol Act and Gambling Act Requirements** Have you been declined 'key person' status in terms of the Gambling Act or been declined a General Manager's Certificate in terms of the Sale and Supply of Alcohol Act? If 'yes', please provide details.

Do you have a General Manager's certificate for the purposes of the Sale and Supply of Alcohol Act? Yes  No  Please provide a copy.

Is your financial position and credit rating sound? If unsure, give particulars.

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Are you legally entitled to work in New Zealand? Yes  No

Do you have a work permit? Yes  No  If yes when does this expire? \_\_\_\_\_  
Work permits or evidence of authority to work in New Zealand may be requested.

**Please supply the names and telephone numbers of at least two Referees**

Please provide last employer and at least one previous employer.

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**Employment Record: ALL prior positions must be listed.**

**Last or Present Position** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Nature of work** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Duties performed** \_\_\_\_\_ **Speciality** \_\_\_\_\_

**Hourly rate** \_\_\_\_\_ **how many hours a week were you working there?** \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_

Nature of work \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_

Nature of work \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Have you had experience with a tab? Yes  No  and/or gaming machines? Yes  No

Your strengths:

\_\_\_\_\_

Your weaknesses:

\_\_\_\_\_

Briefly describe how the pub can benefit by having you as a member of their team:

\_\_\_\_\_

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### **APPLICANT'S DECLARATION**

I **CERTIFY** that the above information is true and correct and authorise investigation of all information contained herein for the purpose of ascertaining my suitability for employment, including conducting credit and criminal record checks through the appropriate authorities and contacting referees and previous employers. I understand that if I have given false or misleading information or if I have left out any important information, I may not be considered for appointment. If I am appointed before any inaccuracies on this form are discovered, my employment may be terminated. I understand that in some situations, providing false information may amount to an offence under the Crimes Act. I understand that if I accept employment I will be required to sign an Employment Agreement.

If appointed, I agree to observe all rules, policies and procedures issued by the establishment.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_