

Employment Application Form

Vacancy: _____

Closing Date: _____

I am interested in: **Full time** **Part time** **Casual**

The following details are to be completed personally by the applicant. Please print in a readable style using a black/blue pen. This application form must accompany every application.

Name: _____ (Mr/Mrs/Miss)

Address: _____

Iwi: _____

Hapu: _____

Phone: _____ (H) _____ (W)

_____ (Mobile) _____ (Email)

Please attach details (CV) of your employment history, starting with your present or most recent employer.

Personal Statement (state your value and philosophy)

Education

(Please state the name of the institution, the years you were there and formal qualification attained.)

Secondary: _____

Tertiary: _____

Other Skills & Training

Training: _____

Computer Skills: _____

Languages Spoken: _____

Please list anything else that you feel is relevant to the position being applied for

General Information

Have you ever worked in the sport and recreation industry before? **Yes/No**
If yes, when: _____

Do you have secondary employment? **Yes/No**
If yes, please give details: _____

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**

Please note that you are only required to disclose information as per the Criminal Records (Clean Slate) Act

Do you have a current drivers licence? **Yes/No**
Provide details of endorsements/conditions _____

What are your interests/hobbies/sports/clubs or community activities?

If your application is accepted, please indicate earliest start date

Medical

Have you ever suffered from any injury requiring time off work? Yes/No

If yes, please detail: _____

Do you have any known condition, current or previous illness or injury, which may affect your ability to effectively carry out the functions and responsibilities of the position applied for or that could put other employees at risk? Yes/No

If yes, please detail: _____

Do you smoke? Yes/No

Do you agree to undergo a medical examination if required? Yes/No

Work Status

Are you a New Zealand Citizen? Yes/No

Do you have the right of permanent residence in New Zealand? Yes/No

Do you have a work permit? Yes/No
You will be required to provide evidence of your entitlement to work in NZ (ie. production of a work permit or residency papers)

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

Declaration

I, _____ (full name), declare that:

1. To the best of my knowledge, the answers in this application and attachments are correct;
2. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, my application will be denied or if I am employed, my employment will be terminated;
3. Any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC or my Employer's workplace accident insurer;
4. The information collected is for the sole purpose of assessing my suitability for employment at Sport Southland.

Signed: _____

Date: _____

Please Note:

- **Completing this form does not put any obligation on Sport Southland to engage the applicant.**
- **Please note that your personal details and this application form is kept on file for recruitment purposes only.**

Reference Check Candidate Approval

I _____ give Sport Southland approval to contact the following referees in relation to my application for the position of _____.

	Referee 1:	Referee 2:	Referee 3:
Name of Referee			
Position / Title			
Company			
Relationship			
How long known			
Phone (daytime) <i>State NA if not applicable</i>			
Phone (evenings) <i>State NA if not applicable</i>			
Phone (cell) <i>State NA if not applicable</i>			
Email <i>State NA if not applicable</i>			
Referee advised?	Yes/No	Yes/No	Yes/No

Signed: _____

Date: _____