



Employment Application

This form has two purposes. Firstly for employment selection and statistical evaluation of the selection process. If your application is not successful, you may request the return of this form.

Secondly we ask existing employees to complete this form on a regular basis to ensure we have up to date contact and statistical information about our workforce. The information is stored in personnel files and may be accessed or corrected by its owner at any time.

Position (applied for): _____

Personal Details

First Name _____ Last Name _____

Preferred Name _____

Contact Address and Telephone Numbers

Address: _____

Contact Phone No: _____

Mobile: _____

Email Address: _____

Work Status

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

If Yes:

I am a New Zealand Citizen I am a Permanent Resident I hold a Current Work Permit

When could you start? _____

Education and Qualifications

Please provide name of school, polytech or university and name of qualification _____

What training courses, seminars, workshops, etc. relevant to your work have you attended? Please state dates and institutions. _____

Document Ref: FRM-HRM-009	Approved By: N Hazelwood	Issued: 15/02/11	PO Box 5152 Hamilton, New Zealand www.simcro.com
Revision: A1	Position: C.F.O.	Page 1 of 3	



Employment Application

What hobbies, interests, sports, clubs or community activities are you involved in? _____

General

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

If yes, give details: _____

Do you have any demerit points or endorsements? Yes No

If yes, give details: _____

Do you have any legal cases pending? Yes No

If yes, give details: _____

Have you been convicted of any criminal offence? (see note 1) Yes No

If yes, give details: _____

Are you awaiting hearing of criminal charges in a court of law? Yes No

If yes, give details: _____

Do you have any injury or medical condition caused by gradual process, disease or infection, that may be aggravated by the tasks of this job, or that will prevent you from effectively carrying out this job? Yes No

If yes, give details: _____

Are you currently receiving any payments from ACC? Yes No

If yes, give details: _____

Is there any commitment you have at this time that may prevent you from fulfilling the requirements of this job? Yes No

If yes, give details: _____

Work Employment History

Employer _____ From (date) _____

Position _____ To (date) _____

Main Responsibilities _____

Reason for Leaving _____

Document Ref:	FRM-HRM-009	Approved By:	N Hazelwood	Issued:	15/02/11	PO Box 5152 Hamilton, New Zealand www.simcro.com
Revision:	A1	Position:	C.F.O.	Page 2 of 3		

Employment Application



Employer _____ From (date) _____

Position _____ To (date) _____

Main Responsibilities _____

Reason for Leaving _____

Employer _____ From (date) _____

Position _____ To (date) _____

Main Responsibilities _____

Reason for Leaving _____

Referees

Please provide contact details of three referees you authorise us to contact, who can tell us about your ability to perform the job for which you have applied. This may include your previous employers listed above.

Name _____ Relationship to you _____

Position _____ Phone Number 1 _____

Company _____ Phone Number 2 _____

Name _____ Relationship to you _____

Position _____ Phone Number 1 _____

Company _____ Phone Number 2 _____

Name _____ Relationship to you _____

Position _____ Phone Number 1 _____

Company _____ Phone Number 2 _____

Declaration

I declare to the best of my knowledge the answers given in this Personal Data Form are correct

I understand that if any false or deliberately misleading information is given by me, or any material fact suppressed, I may be dismissed.

Name: _____ Signature: _____ Date: _____

Note 1: The Criminal Records Act 2004 provides that individuals are deemed to have no criminal record if they:

- have convictions which are over 7 years old;
- have not re-offended since the time of the latest conviction; and
- have never had a custodial sentence imposed on them.

These conditions do not apply where the offences are sexual offences. If you are eligible under the above conditions you are not required to disclose your criminal convictions to us.

Document Ref:	FRM-HRM-009	Approved By:	N Hazelwood	Issued:	15/02/11	PO Box 5152 Hamilton, New Zealand www.simcro.com
Revision:	A1	Position:	C.F.O.	Page 3 of 3		