

APPLICATION FOR EMPLOYMENT FORM



Please Note: Information collected on this form is used to assess your suitability for employment with the UCSA. This information will be held in a secure place with only properly authorised people having access to it. You have the right to access your personal information and to seek any correction you think necessary to ensure accuracy. If your application is unsuccessful, this information will be held for three months and then destroyed.

If information is contained in your CV, there is no need to duplicate that information onto this form

Position Applied for: _____ Location/Site: _____

Date of Application: _____

How did you become aware of this position?

Seek	Trademe	Poster on Campus	UCSA Website	Outdoor Banner
Word of Mouth	Facebook	Newspaper	Referral from UCSA	Other

Have you been an employee or volunteer for the UCSA in the past? YES NO

If Yes, what position and when? _____

Personal Details

First Name/s: _____ Surname/Family Name: _____

Preferred Name: _____

Home Address: _____

Postal Address: _____

Email address: _____

Home Phone Number: () _____

Mobile Phone Number: () _____

Work phone number: () _____

May we contact you at work? YES NO

Work Status

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

(Note: You may be required to produce evidence of your eligibility to work in New Zealand).

Are you a current employee of the UCSA? YES NO

If YES, what position do you currently hold? _____

Academic / Trade Qualifications and Training Courses

Qualification / Course	Institution	Dates

Employment History (List last employer first – or attach CV)

Employer:	Address & Phone No:	Position(s) held:
Dates worked: From -----/-----/----- To -----/-----/-----		
Brief Outline of Key Duties / Responsibilities:		
Reason for Leaving:		
Employer:	Address & Phone No:	Position(s) held:
Dates worked: From -----/-----/----- To -----/-----/-----		
Brief Outline of Key Duties / Responsibilities:		
Reason for Leaving:		
Employer:	Address & Phone No:	Position(s) held:
Dates worked: From -----/-----/----- To -----/-----/-----		
Brief Outline of Key Duties / Responsibilities:		
Reason for Leaving:		

an investigation that resulted in your resignation?

*If YES to any of the above questions, please provide specific details of the nature of the convictions or:

Availability to Work

Some roles within our business involve supporting our customers 7 days a week. If you are applying for a role that includes rostered work, please indicate your availability to work.

Are you applying for Full Time or Part Time work? (please circle)	FULL	PART
Are you prepared to work on a seven day roster? (please circle)	YES	NO

Please indicate the days and hours you would be available to work? (please circle)

Monday - AM	Tuesday - AM	Wednesday - AM	Thursday - AM	Friday - AM	Saturday - AM	Sunday - AM
Monday - PM	Tuesday - PM	Wednesday - PM	Thursday - PM	Friday - PM	Saturday - PM	Sunday - PM

If your application was successful, when would you be available to commence employment?

Is there anything (including hobbies, study, sports or interests) that might prevent you or affect your regular and consistent attendance at work? YES NO

If YES, please provide details: _____

References

Please provide the names of two work-related referees whom we may contact for a reference.

Referee 1

Name:	Telephone (day):
Company:	Position in Company:

Address:	How long have you known this person and in what capacity?
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Referee 2

Name:	Telephone (day):
Company:	Position in Company:
Address:	How long have you known this person and in what capacity?

Declaration:

Please read this section carefully and sign as required.

- I understand that the information I have supplied on this Application for Employment form is to assess my suitability for employment with the UCSA.
- I hereby authorise the UCSA to contact the aforementioned referees to obtain information about me in the form of personal and employment related references.
- As part of this application being actioned, I understand and agree that a CV accuracy check and criminal record check may be completed. In order for these checks to be completed I agree to provide my Date of Birth and to complete any other forms accurately as required by the UCSA.
- I acknowledge that I have read, understood and agree to the above conditions.
- I declare to the best of my knowledge, the answers to the questions in this application are correct. I understand that if any false information is given, or any material fact suppressed, I may not be accepted for employment, or if I am employed, I may be dismissed.

Signed: _____

Dated: _____

Thank you for applying to the UCSA. We look forward to assessing your application.

So what happens next? It takes time to select the best talent and attitude – all up about 2 to 4 weeks.

But we'll keep in touch with you every step of the way.

FOR UCSA USE ONLY - SELECTION FILE / EMPLOYMENT CHECKLIST

	Copy of CV		Completed IEA Request Form
	Copy of 2 x Verbal Reference Checks		Completed KiwiSaver Form (KS2)
	Copy of any tests completed (if applicable)		Completed & signed Department of Courts Form with ID copy (if applicable)
	Completed Interview Forms		Completed & signed Application Form
	Completed KiwiSaver Form (KS10) (if applicable)		Completed Additional Payroll Details Form
	Signed Original Individual Employment Agreement		Completed IR330
	Sighted Originals & copies of Licences (if applicable)		Sighted Originals & copies of Certificates (if applicable)