

5-1B Application for Employment

Taylors Contracting Co. Ltd aims to employ the best person available for the job taking into consideration the balance of skills, knowledge, attitude and personal characteristics required.

In order for us to achieve this all applicants are required to complete the attached standard application form. The information supplied on your form will be held by us for the purpose of assessing your suitability for employment.

In conjunction with our Alcohol and Drug Policy all new staff will be required to undertake a pre-employment drug test.

Note: Filling in this form does not guarantee that your application will lead to you securing employment with Taylors Contracting Co. Ltd.

DECLARATION

I declare that, to the best of my knowledge, the answers to the questions on this form are correct. I understand that if any false information is given or any material fact suppressed, I may not be accepted, or if I am employed, I may be dismissed.

I agree that Taylors Contracting Co. Ltd may check with my previous employers and any people who have given references for the purposes of assessing my application for employment.

I acknowledge that the information I have given may be used by Taylors Contracting Co. Ltd in deciding whether to employ me. I also agree that if I am employed by Taylors Contracting Co. Ltd, this information and any other information I provide during my employment may be used by the company for any matter related to my employment.

I further understand that by continuing with my application I agree to all of the above.

Signed: _____ Date: _____

NAME: _____

PREFERRED NAME: _____

ADDRESS: _____

TELEPHONE NO (HM): _____ (Mob) _____

EMAIL ADDRESS: _____ DOB: _____

POSITION APPLIED FOR: _____

Resident Status:

Are you legally entitled to work permanently in New Zealand?

YES NO

If not, for what length of time are you entitled to work in New Zealand? (please attach evidence) _____

Drivers Licence:

Do you hold a current drivers licence?

YES NO

If yes, what class(es)/endorsements? _____

Have you ever been disqualified from driving?

YES NO

If yes, why? _____

Do you have any current demerit points against your licence?

YES NO

If yes, how many? _____

If employed do you agree for Taylors Contracting Co Ltd to use your driver licence number, version number, name and date of birth to obtain information regarding your licence status, endorsements, class of licence held and their status, licence conditions and any active suspensions or disqualifications. The information will be used to maintain a register of drivers in our company and we will then be notified if changes occur to your licence status, medical conditions added or changed, a warning letter or suspension letter is issued.

YES NO

Criminal Convictions:

Are you facing or awaiting hearing of any charges or are you being dealt with by police or on a police diversion scheme?

YES NO

If yes, please provide details _____

Have you ever been convicted of a criminal offence, traffic conviction, instant fine, have a court case pending, or had any other appearances before a court or tribunal?

YES NO

If yes, please provide details _____

Do you give permission for Taylors Contracting Co Ltd to obtain a copy of your personal information stored on the Wanganui Computer if required? (Applicants to complete separate form)

YES NO

Medical:

Do you suffer from an illness/disability or any other condition which would be aggravated or made worse by performing the job you have applied for i.e. medical condition caused by disease or infection, repetitive strain injury, back sprain?

YES NO

If yes, provide brief details _____

Are you on medication which would affect your performance in the job you have applied for?

YES NO

If yes, provide brief details _____

Do you agree to undergo a pre-employment drug test?

YES NO

Do you agree to undergo a medical examination if required? (Costs to be met by Taylors Contracting Co Ltd)

YES NO

Note:

Employment is offered subject to Taylors Contracting Co Ltd being satisfied that you return a negative drug test and you are medically and physically capable of performing the duties of this position.

Qualifications:

Secondary Education:

School:	Location:	Period of Attendance:
Qualifications Received (if qualification not received, please list classes passed.)		

Tertiary Education:

Institution/Polytechnic	Location:	Period of Attendance:
Qualifications Received (if qualification not received, please list classes passed.)		

Institution/Polytechnic	Location:	Period of Attendance:
Qualifications Received (if qualification not received, please list classes passed.)		

Membership of Professional Societies & Institutes:

Name of Professional Body:	Date of Joining:	Type of Membership:
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Industry Training:

Please provide your NZQA number: _____

Please list any training or unit standards you have completed that is relevant to this job application i.e. first aid, general requirements:

Machine Experience:

Machine(s) Operated	General Machine Exp	Primary Exp	Approx Hrs	Key Exp (including Size/Model/Type of Work):
Roller / Compactor	<input type="checkbox"/>	<input type="checkbox"/>		
Dump Truck	<input type="checkbox"/>	<input type="checkbox"/>		
Road Truck	<input type="checkbox"/>	<input type="checkbox"/>		
Grader	<input type="checkbox"/>	<input type="checkbox"/>		
Scraper	<input type="checkbox"/>	<input type="checkbox"/>		
Bulldozer	<input type="checkbox"/>	<input type="checkbox"/>		
Excavator	<input type="checkbox"/>	<input type="checkbox"/>		
Other: Please Specify	<input type="checkbox"/>	<input type="checkbox"/>		

Employment History:

Previous work experience – starting with current job and working back (last three if possible):

APPROX DATES:	COMPANY/POSITION HELD:	REASON FOR LEAVING: CURRENT SALARY:
APPROX DATES:	COMPANY/POSITION HELD:	REASON FOR LEAVING:
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Referees:

Referees (at least two of your most recent work related referees):

NAME:	COMPANY/POSITION HELD:	CONTACT NUMBER:
NAME:	COMPANY/POSITION HELD:	CONTACT NUMBER:

What are your salary expectations? _____

When would you be available to commence employment? _____

Any further comments related to your application?
