



APPLICATION FOR EMPLOYMENT

Your personal completion of this Application Form in full is a requirement for our recruitment and selection process. Please complete the boxes in full, do not write "Refer to CV" on application form. CV to be an attachment only. Please ensure that you are the person completing this form.

PURPOSE

This information will be used assist in the consideration of your suitability for the position for which you are applying and, if accepted, may be reviewed with regard to subsequent changes in employment with the Company. You should ensure that the information that you provide is entirely accurate. You should also err on the side of transparency – if you believe something could be relevant then please disclose it or check with us before omitting it. Failure to provide correct and full information may prejudice our ability to assess your suitability. The provision of false, inaccurate, or misleading information, or failure to disclose a material fact, may result in any offer of employment being withdrawn, summary dismissal or cancellation of your employment.

In accordance with the Privacy Act 2020, if you are successful in your application for employment, the following information shall form part of the Company’s personnel records. The Company may also retain this information relating to unsuccessful applicants for a period of up to 12 months. You are entitled to access this information upon written request to the Business Owner.

All information you give to us will be treated confidentially and will only be released with your authorisation, or as required by law.

The completion of this form does not indicate that there is any obligation on E Hayes & Sons to employ you.

PERSONAL INFORMATION	
Date of application:	
Position applied for:	
Full name: <i>(block letters please)</i>	
Preferred name:	
Please list any other names under which you have been employed or educated.	
Home address:	
Length of time at this address:years months
Mailing address: <i>(if different from above)</i>	
Home phone number:	(.....)

Mobile phone number:	(.....)
E-mail address:
Are you of / beyond school leaving age?	Yes / No
LEGAL WORK STATUS	
Are you legally entitled to work in New Zealand? <i>If so, as a:</i>	Yes / No
New Zealand Citizen	<input type="checkbox"/>
NZ Permanent Resident	<input type="checkbox"/>
Holder of a current Work Permit	Expiry date: / /
Copy attached	Yes / No
Interests, hobbies, sports, clubs or community activities?	
Do you have any current criminal or driving convictions in New Zealand or any other country (not including any concealed under the Clean Slate Act) for any matter that could potentially be relevant to your employment at E Hayes? In particular, convictions involving any aspects of honesty, theft, money, fraud, forgery, drug or alcohol, assault, forgery or weapons? Under the Criminal Records (Clean Slate) Act 2004 you do not need to declare your New Zealand conviction if <u>all</u> of the following apply: (a) It has been 7 or more years since your last conviction, and you have not reoffended; and (b) You did not serve a custodial sentence; and (c) the offence was not a specified offence; and (d) you have paid any fine or costs. Note – all convictions in another jurisdiction must be disclosed.	Yes / No <i>(If yes- please give details)</i>
Are there any criminal charges against you that are yet to be heard?	Yes / No <i>(If yes- please give details)</i>
If your application for employment is successful, do you agree to undergo a full criminal check (the details of which are covered later in this form)?	Yes / No

MEDICAL INFORMATION	
<p>Please note that any offer of employment that may be made is subject to you completing the Company's pre-employment medical requirements and obtaining a full medical clearance if requested.</p>	
<p>If your application is successful, do you agree to undergo a medical examination, including an alcohol and drug test, if requested? <i>(the test and/or examination would be conducted by a medical practitioner nominated by the Company)</i></p>	<p>Yes / No</p>
<p>Do you consent to the results of the medical examination and/or drug and alcohol testing being disclosed to the Company?</p>	<p>Yes / No</p>
<p>Do you have or have you had any injury or medical condition caused by gradual process, disease or infection e.g. hearing loss, sensitivity to chemicals, repetitive strain or back injuries that may be aggravated or further contributed to by the tasks of this job?</p>	<p>Yes / No <i>(If yes - please give details)</i></p> <p>.....</p> <p>.....</p>
<p>Do you have or have you suffered from any illness that may affect your performance on the job, either now or in the future?</p>	<p>Yes / No <i>(If yes - please give details)</i></p> <p>.....</p> <p>.....</p>
<p>Do you have any medical condition that might affect your own safety or the safety of others when carrying out your employment?</p>	<p>Yes / No <i>(If yes - please give details)</i></p> <p>.....</p> <p>.....</p>

GENERAL INFORMATION	
<p>Have you worked for E Hayes, Hammer Hardware, Mitre10, TradeZone, Columbus Coffee or any associated Company before?</p>	<p>Yes / No <i>(If yes - please give details)</i></p> <p>.....</p> <p>.....</p>
<p>Do you have a spouse, partner, relative or household member working here or elsewhere in the industry?</p>	<p>Yes / No <i>(If yes - please give details)</i></p> <p>.....</p>

<p>Is there anything which may affect your regular attendance at work e.g. studying, community service, sports, military commitments?</p>	<p>Yes / No <i>(Please give details)</i></p>	
<p>Do you have a current valid Driver's Licence? Licence information: Any special conditions or restrictions? Any demerit points? (Please supply details if job related) Other Licences (i.e. forklift etc..)</p>	<p>Yes / No Class: Number: Yes / No Yes / No </p>	
EDUCATION & QUALIFICATIONS		
<p>School Certificate / NCEA Level 1 Sixth Form Certificate / NCEA Level 2 University Bursary / NCEA Level 3 Name of secondary school(s) attended</p>	<p>Yes / No Yes / No Yes / No</p>	
<p>ACADEMIC QUALIFICATIONS Name & address of tertiary establishment attended Certificate: Diploma: Degree: Post Graduate Diploma: Subjects specialised in:</p>	<p><i>(Please give details)</i></p>	<p>Year Completed</p>
<p>TRADE QUALIFICATIONS HELD Do you have apprenticeship papers? In what trade? Name and address of the employer? Trade Certificate Advanced Trade Certificate</p>	<p>Yes / No <i>(Please give details)</i> </p>	
<p>Do you authorise the Company to contact any institutions referred to above to verify any qualifications listed?</p>	<p>Yes / No</p>	
<p>LANGUAGES <i>(other than English)</i> Are you able to hold an everyday conversation in these language(s)?</p>	<p>Yes / No <i>(Please Specify)</i></p>	

EMPLOYMENT HISTORY *(Please fill in and attach resume)*

For the purposes of compliance with the Privacy Act 2020, should we want to make you a formal job offer, do you consent to the Company contacting your present or past employers for the purposes of reference checking?

Yes / No

If your application is successful, when could you commence employment?

Most recent employer (1)

Company name

Address

Number of hours worked per week

Position held

Main duties

Length of service

From (Month) (Yr) To (Month) (Yr)

Reason for leaving

Most recent employer (2)

Company name

Address

Number of hours worked per week

Position held

Main duties

Length of service

From (Month) (Yr) To (Month) (Yr)

Reason for leaving

Most recent employer (3)

Company name

Address

Number of hours worked per week

Position held

Main duties	
Length of service	From (Month) (Yr) To (Month) (Yr)
Reason for leaving	

Please give details of any other job you believe may be relevant:	
Do you have secondary employment?	Yes / No (Please give details)
Have you ever been disciplined for any matter in your previous employment, including dishonesty?	Yes / No (Please give details)
Have you ever been dismissed from employment or been the subject of an investigation that resulted in your resignation?	Yes / No (Please give details)
Are you subject to any restrictive covenants (such as confidentiality, non-solicitation or a restraint of trade)?	Yes / No (Please give details)

YOUR AVAILABILITY TO WORK							
Please tick (✓) where you are available to work, and cross (x) where you are UNAVAILABLE to work. Please WRITE IN hours you are available for selected times within the shift (i.e. from 4pm to 8pm)							
Shift	Monday <i>Store open 7.30am – 5.30pm</i>	Tuesday <i>Store open 7.30am – 5.30pm</i>	Wednesday <i>Store open 7.30am – 5.30pm</i>	Thursday <i>Store open 7.30am – 5.30pm</i>	Friday <i>Store open 7.30am – 5.30pm</i>	Saturday <i>Store open 9am – 4pm</i>	Sunday <i>Store open 10am – 4pm</i>
Morning 7.30am – 12:00 midday							
Afternoon 12:00 midday – 5.30pm							
Please provide reasons for unavailability (i.e. university lectures):							

I understand the above information is a true reflection of the hours that I am available to work, and that my rostered hours will be based on my availability to work indicated above.

OTHER RELEVANT MATTERS

Are there any other matters relevant to your suitability for the position that we should be aware of?

REFEREES

It is E Hayes & Sons policy to obtain a minimum of two work related verbal references. These should be either your immediate supervisor or another person with whom you regularly interacted with in carrying out your day-to-day work duties.

Name	Position	Relationship	Company	Contact Number
1.				
2.				
3.				

DECLARATION

The application form is a source of information which will be used by E Hayes & Sons Ltd (E Hayes) to assist in considering your suitability for the position for which you are applying. If successful, such information shall form part of E Hayes' employee records. Failure to supply information requested will be likely to prejudice E Hayes' ability to assess your suitability for the position.

I, _____ declare that to the best of my knowledge the answers to the questions in this application are correct and I understand that if any false, inaccurate or misleading information is given, or any material fact suppressed, if I have been offered employment my offer of employment may be withdrawn, or if I am employed, I may be dismissed without notice. I acknowledge that the information contained in this application is material to E Hayes' decision to employ me.

I consent to E Hayes seeking verbal or written information on a confidential basis about me. I authorise the information sought to be released to E Hayes for the purposes of ascertaining my suitability to the position for which I am applying. I consent to E Hayes obtaining a copy of my ACC claims history, including current claims/payments. I acknowledge that the information given by me in relation to my previous employment is likely to be discussed with the relevant referees and employers and I agree to them being contacted for these purposes. I understand the information gained from this will be held in confidence as evaluative material and will not be available to me.

I declare that my reasons for leaving my former and/or present employment are fully detailed in this application.

I agree that any offer of employment is made conditional on me undergoing a security clearance check, the results of which must be to E Hayes' sole satisfaction. Due to the rigorous security checking process, I acknowledge that I may have already commenced employment with E Hayes prior to receiving clearance. However, if this check reveals information regarding criminal convictions / diversions which I have not declared or provided sufficient information about in this application, I may face disciplinary action including dismissal. If I have been made an offer of employment, but have not yet started work, the offer may be withdrawn.

If an offer of employment is made to me, I further consent to E Hayes or their agent conducting a credit check through a third party and my date of birth is noted below for these purposes only.

If I am asked to undergo a credit check, then any offer of employment (or my on-going employment if I have already started) is conditional on the results of that check being to E Hayes' satisfaction.

The position I am applying for may require me to drive a Company vehicle as a tool of trade or for occasional specific duties. It is E Hayes' policy to periodically conduct Driver Checks through Land Transport Safety Authority (LTSA) on all employees who may drive Company vehicles.

I consent to E Hayes forwarding my details to LTSA for the purposes of periodically ensuring my legal driving status if applicable.

The above information is provided in accordance with the Privacy Act 2020. I am entitled to access information relating to information provided in this application upon request to Human Resources or the Business Owner.

I understand that the information received by the Company is supplied in confidence and may be evaluative material. Such material will not be disclosed to me.

Applicant's signature: **Date:**

Date of birth:/...../..... (For the purposes of pre-employment checks)