

APPLICATION FOR EMPLOYMENT
(To be completed personally by applicant)

as at Nov 2023

Date of Application: _____

Note: The completion of this form does not indicate that there is any obligation on this Company to engage the applicant.

PURPOSE:

This information is collected for assessing your suitability for employment at Observatory Village Lifecare. The information is being collected within the Privacy Act 2020, and as such Observatory Village Care Ltd is required to keep this information secure, provide you with access to that information on request and as the case may be, correct that information.

Permission granted

Permission not granted

(Circle one)

(Please Print)

POSITION applied for: _____

Your Full Name

Mr

Mrs

Miss

Other

Surname: _____

Given Names: _____

Are you known by any other name(s)?

Yes

No

Give details: _____

Contact Details:

Number & Street: _____

Suburb & Town: _____

Home Phone No: _____

Mobile: _____

Email: _____

Date of Birth: _____

Ethnicity: _____

Reason for Leaving: _____

For the purposes of compliance with the Privacy Act 2020 do you consent to the company contacting your present employer for the purposes of reference checking?

Yes

No

Next Most Recent Employer:

From:

To:

Company: _____

Address: _____

Job Held: _____

Main Duties: _____

No. of hours per week: _____

Reason for Leaving: _____

Do you have secondary employment or similar experience that is relevant to this application?

If yes, please five details:

REFEREES: (Two work related references required-at least one of which must come from someone who has recently been your direct manager.)

Name: _____

Position: _____

Address: _____

Phone No: _____

Name: _____

Position: _____

Address: _____

Phone No: _____

If your application is accepted, when could you commence employment? _____

I consent to the company seeking verbal or written information about me from Representatives of my previous Employers and /or Referees and authorise the Information sought, to be released.

Yes

No

If yes, please sign:

Signature: _____

Date: _____

GENERAL:

Have you been convicted of a criminal offence (including driving offences) within the last 10 years?

If yes, please sign:

Yes

No

If yes, please indicate what the charges were for:

Are you awaiting the hearing of charges in a civil or criminal court of law?

Yes

No

Note: Past convictions covered by the Criminal Records (Clean Slate) Act 2004 can lawfully be withheld.

Are you prepared to handle all products, materials or equipment used in this facility?

Yes

No

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

MEDICAL:

Do you smoke?

Yes

No

Do you agree to undergo a medical examination if required?

Yes

No

Are you allergic to, or have any sensitivity to any substances or chemicals
E.g. latex, sprays?

Yes

No

Have you ever suffered from a manual handling or back injury requiring
time off work?

Yes

No

If yes, please detail:

Do you know of any other reason that would prevent you from performing the role that you have
applied for (Mental health, responsibility for others that may affect reliability)?

Would you consent to the release of your ACC history to us, if required?

Yes

No

Do you have any other known conditions, which may affect your ability to affect your ability to effectively carry out the functions and responsibilities of the position applied for? **Yes** **No**

If yes please detail:

Have you ever had any injury or illness you have suffered that may affect your ability to effectively carry out the functions and responsibilities of the position applied for or impact on the company, its business or staff? **Yes** **No**

If yes please detail:

Person(s) we could contact in an emergency (if you were employed):

Name: **Contact Number:**

Name: **Contact Number:**

Do you consent to Observatory Village Lifecare retaining the information contained in this application form for the purposes of considering your suitability for any other positions, which may arise with this company in the future? **Yes** **No**

APPLICANT TO TAKE RESPONSIBILITY

Agreement I agree and accept that by undertaking certain tasks appointed by Observatory Village Lifecare that it does not constitute a job offer, or the commencement of employment and I hereby accept that this is part of the job interview.

Declaration I declare:

1. That my answers in this application are true and not misleading; and
2. That there is no further information that may be relevant that I have not told you about.

I Acknowledge

1. That you employ me you are relying on the truth and completeness of my answers and therefore;

2. That is in the company's opinion I have not answered truthfully and completely, you may terminate my employment immediately and without notice.

I Understand That false or incomplete answers relating to my medical history could mean that I may compromise my access and receipt of ACC compensation.

Date: _____ **Signed by Applicant:** _____

Return to: admin@observatoryvillage.nz or deliver to our Reception desk

We will aim to, but don't guarantee, to contact you when we have a role suited to your skill set. Please also refer to Employment websites