**Application for employment form**

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| CONFIDENTIAL |
| Please complete this form and send it with your CV to sione@uprightaccess.co.nz or hand it in.All information you provide on this application and its attachments will be treated as confidential.The information you provide on this form will be collected and held by the HR Manager of Upright Access Systems Ltd (UAS). If your application is successful, this information will be retained on your personal file. If you are not successful in your application, all the information provided to us in this recruitment process will be held for a period of not more than 12 months and will then be appropriately destroyed.  |

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| --- | --- |
| Position you are applying for |  |
| Location of position |  |
| Name |  |
| Address |  |
| Postcode |  |
| Email |  |
| Phone | Home |  | Evening |  | Mobile |  |
| Do you have a current and valid NZ driver’s license? |  |  |
| Do you hold a current and valid Site Safe Construction passport? |  |  |

Previous Employment

|  |  |  |
| --- | --- | --- |
| **Company** | **Position** | **Years or Month spent in position** |
|  |  |  |
|  |  |  |
| Other qualifications or formal attainments you consider relevant: |
|  |  |  |
|  |  |  |
| Are you studying at present? |
| Yes [ ]  (please provide details) | No [ ]  |

Referees

Please provide the details of up to three referees who are able to comment on your ability to meet the requirements of the position for which you are applying. Your referees will only be contacted after receiving your express permission.

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| --- | --- | --- | --- | --- | --- |
| Name |  | Relationship |  | Phone |  |

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| Name |  | Relationship |  | Phone |  |

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| Name |  | Relationship |  | Phone |  |

Identity

If you are a preferred candidate you will need to confirm your identity. Please ensure you will be able to provide documentation of this if required. When requested by us you will need to show us:

* Your passport; or
* Your birth certificate and a photo ID (e.g. drivers licence)

Eligibility to work in New Zealand

To be employed at Upright Access Systems Ltd (UAS) you must be eligible to work in New Zealand. Please ensure you have the necessary documentation needed to do this as, should you become a preferred candidate, you will be asked to show us that documentation. Some examples of the types of documentation needed are set out below. However, for any advice on documentation or your eligibility to work in New Zealand please contact Immigration NZ.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Examples of documentation** |
| Are you a New Zealand citizen? | [ ]  | [ ]  | NZ passport  |
| If not, are you a permanent resident of New Zealand? | [ ]  | [ ]  | NZ resident visa |
| Or, do you hold a current New Zealand visa?If so, please provide visa expiration date. | [ ]  | [ ]  | A non-NZ passport & a current NZ work visa, |
| Are you physically located in NZ? | [ ]  | [ ]  | N/A |
| If no, please provide current location and any other details. |  |

Statistical information

Providing this equal employment opportunity (EEO) information is voluntary. It is requested for statistical purposes and will only be reported in aggregated form to ensure that individuals cannot be identified.

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| **Your gender** |  |  |
| **Where were you born?** | New Zealand [ ]  | Other (please state) [ ]  |
| **What ethnic group do you identify with most?** | NZ Pakeha [ ] NZ Maori [ ] Pacific (please specify) Other (please specify)  |
| Is there any other information or issues you wish to mention or relevant to this application? |
|  |

Health

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| Do you presently have a mental or physical condition (including OOS or gradual process injury) that may affect your ability to perform the functions and responsibilities of the position applied for? |
| Yes [ ]  (please provide all relevant details) |  No [ ]  |
| If *yes*, please give details. |
|  |
| do you agree to undergo a pre-employment medical check at the request of Upright Access Systems Ltd? (This will allow the company to obtain an independent medical opinion to determine whether it is safe for you to perform the tasks of the position you have applied for). Yes [ ]  No [ ]  |

Pre-Employment Drug and Alcohol Testing

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| As part of Upright Access Systems Ltd Drugs and Alcohol Policy, all applicants will be required to undergo a drug and alcohol screening test before being employed or engaged. If an applicant fails the test, he/she may not be considered for appointment. Are you prepared to undergo a Pre-Employment drug and Alcohol test? Yes [ ]  No [ ]  |

Declaration

I ……………………………………………………………….. (full name) declare that all information provided by me to Upright Access System Ltd (UAS), whether verbally or in writing, is true, accurate and complete and is not designed to mislead in any way. I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of or, if employed, termination of my employment.

I understand that this form, together with written material I have supplied and evaluative material including interview notes, will be held confidentially and used only for purposes of this job application.

I will notify the HR Manager of any future changes to this information during the course of this application process or for my records if I am successful.

Applicant’s signature…………..………………………………………………………Date………..………