



Application For Employment

Equal Employment Opportunities: Rannerdale War Veterans Home is an equal opportunities employer. All employment, training and promotion decisions are made without regard to sex, marital status, religious or ethnic beliefs, or ethnic origin.

Confidentiality: In accordance with the Privacy Act 1993, information provided on this application will be used only for the purpose of establishing suitability for employment and will not be used for any unauthorised purpose.

Application for the position of: _____ Vacany Number: _____

Part 1

Personal Details

Title: Mr Mrs Miss Ms (circle correct title)

Surname: _____

First Names: _____

Address: _____

Postal Address (if different from above):

Telephone Number (Home): _____

Telephone Number (Work): _____

Are you a New Zealand citizen? (Tick) Yes No

If the answer to this question is No, you will be required to produce evidence that you hold a current work permit.

Part 2

Education and Training

Please provide details of secondary school education and tertiary training.

School/University/Polytechnic Attended	Attended From	Attended To	Qualifications Obtained

Are you currently studying for any additional qualifications? Yes No

If the answer to this question is Yes, provide details.

If you are employed, you will be required to produce the originals of any qualification certificates relevant to your employment.

Part 3

Current Employment

Are you currently in paid or voluntary employment? Yes No

If the answer to this question is No, move onto Part 4.

Name of Current Employer _____

Position Held _____ Date Commenced Employment _____

Reason for wanting to leave _____

Are you engaged in secondary employment? Yes No

If the answer to this question is Yes, provide details.

Part 4

Previous Employment

If you have been previously employed complete the following, with your most recent employer first.

1 Name of Employer _____
Position Held _____ Employed from _____ to _____
Reason for leaving _____

2 Name of Employer _____
Position Held _____ Employed from _____ to _____
Reason for leaving _____

Please provide details of any additional employers on a separate piece of paper

Part 5

Referees

Provide the names of two persons, if possible previous employers, who would be willing to act as verbal referees.

Name _____	Name _____
Relationship _____	Relationship _____
Phone Number _____	Phone Number _____

Part 6

Health

Have you suffered from any back injury or strain, or made any ACC or workplace insurance claims as a result of time off work due to injury, in the past five years? Yes No

Do you suffer from any medical conditions which may affect your ability to perform your duties? Yes No

If the answer to either of these questions is Yes, provide details.

How many days have you been absent from work in the past 12 months due to illness or injury?

0 - 5 6 - 10 11 - 15 Over 15 Not applicable

Part 7

General

Do you have a current drivers licence? Yes No

Have you ever been convicted of a criminal offence or, are you awaiting the hearing of charges in a civil or criminal court of law? Yes No

Are you willing to sign a consent form for the NZ Police to disclose to Rannerdale Home information on any criminal record you may possess? Yes No

Are you willing to work extra shifts or overtime if offered? Yes No

Any comments you wish to add to support this application may be made below.

Part 8

Declaration

I, _____ (full name) declare that the information provided on this application is correct and I understand that if any false information is given, or any material fact suppressed, my application may not be accepted or, if I am employed, I may be dismissed.

Signature _____ Date _____

Please include with this application a copy of your Curriculum Vitae and copies of any employment and/or character references. If your employment application is unsuccessful, these will be returned to you.

Return your application to:

Rannerdale War Veterans Home
59 Hansons Lane
P O Box 6018
Upper Riccarton
Christchurch 8442