



# STEELFORT

STEELFORT ENGINEERING COMPANY LIMITED  
PRIVATE BAG 11045, PALMERSTON NORTH, NEW ZEALAND  
500 RANGITIKEI STREET  
TELEPHONE (06) 3501350 FACSIMILE (06) 3561507

## APPLICATION FOR EMPLOYMENT

<b>Position</b>	
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### Personal Information

The information requested on this application form will be used for the purpose of assessing your suitability for placement in the position for which you have applied. If successful it will be placed on your confidential personnel file in the Human Resources Department; if unsuccessful your application form and copy CV will be destroyed (if supplied).

PLEASE PRINT YOUR ANSWERS IF COMPLETING BY HAND

<b>SURNAME</b>	
<b>FIRST NAME(S)</b>	
<b>Preferred Name</b>	

<b>CONTACT DETAILS</b>	
Residential Address	
Postal Address (If different from above)	
Phone: Home	Phone Before                      After
Mobile:	
E-mail:	
Work*:	

\*if we are able to contact you during working hours

<b>CITIZENSHIP</b>	
Are you a New Zealand Citizen or Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, you must have either permanent residency or a valid work permit. Indicate which, and provide a certified copy of the applicable document.	<input type="checkbox"/> Permanent Residency <input type="checkbox"/> Work Permit

**CRIMINAL DISCLOSURE** Note: Offences more than seven (7) years old do not need to be mentioned in accordance with the Clean Slate Act; however there are some that are excluded under this Act. For more information on the Clean Slate Act visit the Ministry of Justice website on [www.justice.govt.nz](http://www.justice.govt.nz)

Have you been convicted of a criminal offence in the last 10 years?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, please provide details		
Are you awaiting the hearing of charges in a court?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If yes, please provide details, including charge and date of hearing		

GENERAL INFORMATION		
Do you have a current Drivers License?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Class:
Do you have reliable transport?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you have a spouse, partner, relative or household member currently working at Steelfort Engineering Company Limited?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you currently have secondary employment?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

HEALTH AND SAFETY
The following is required to assist Steelfort Engineering Company Limited to meet its obligations under the <i>Health and Safety in Employment Act 1992 and its amendment; and the Injury Prevention, Rehabilitation and Compensation Act 2001</i>
Is there any health aspect that might prevent you from performing a full range of tasks involved in this position to a fully competent standard, including the effects from any previous or current injuries or health conditions, e.g. hearing loss, chemical sensitivity, repetitive strain injury, colour blindness, dyslexia etc.,? If 'yes' please give brief details.
<input type="checkbox"/> No <input type="checkbox"/> Yes
Please describe any support that would be needed to ensure your health and safety in the workplace. This may include technical aids, equipment or adaptations to the work environment.
<i>Medical Clearance</i> – In some situations, further specific medical information relating to the requirements of the job will be needed. Therefore, before being offered employment, you may be required to undertake a pre-employment medical examination (at Steelfort Engineering Company Limited's expense) and/or authorise the release of relevant ACC claims history relating to yourself. In this case, a satisfactory report will be a condition of employment.



<b>Previous 1</b>	
<b>Company/Organization</b>	
<b>Position</b>	
<b>Date Employed</b>	From: _____ To: _____
<b>Main Duties and Responsibilities</b>	
<b>Other achievements/skills</b>	
<b>Reason for Leaving</b>	
<b>Previous 2</b>	
<b>Company/Organization</b>	
<b>Position</b>	
<b>Date Employed</b>	From : _____ To: _____
<b>Main Duties and Responsibilities</b>	
<b>Other achievements/skills</b>	
<b>Reason for Leaving</b>	

<b>REFEREES</b>	
Please give details of three referees we can contact. <b>Note:</b> By providing the names and details below, you authorise Steelfort Engineering Company Limited to contact these people for the purpose of obtaining a reference.	
Name	
Contact Phone Number	
Relationship – eg. co-worker	
<b>Name</b>	
Name	
Contact Phone Number	
Relationship – eg. co-worker	
<b>Name</b>	
Name	
Contact Phone Number	
Relationship – eg. co-worker	

<b>APPOINTMENT</b>	
If your application is accepted, when could you commence your employment?	
In the event you are appointed, you may be required to undergo police vetting and you may be required to complete a Privacy Application Form for the police vetting service and provide proof of appropriate identification	

## DECLARATION

I authorise Steelfort Engineering Company Limited to contact the referees named above to discuss my application with them for the purpose of gaining confidential assessment of my suitability for this position.

Unless otherwise indicated, I authorise Steelfort Engineering Company Limited to contact previous employers to discuss my past employment and this application with them.

I further authorise Steelfort Engineering Company Limited to provide this statement to them as authority for the referee to divulge such information.

I \_\_\_\_\_ (full name) declare that the information provided in answer to the questions in this employment application is correct, as are the details of the CV accompanying this application. I understand that if any false information is given, any material suppressed, or any document is found to be falsified, my application may not be accepted, or if I am already employed I may be dismissed immediately and without notice. I further understand that returning this application electronically constitutes an electronic signature.

Please sign and date

Signature \_\_\_\_\_

Date \_\_\_\_\_

## NOTES FOR APPLICANTS

The following statements are made in accordance with the Privacy Act 1993:

- Failure to supply information requested may prejudice Steelfort Engineering Company Limited's ability to assess your suitability.
- You have the right of access to personal information and to seek any correction you think necessary to ensure accuracy

