



Ph: (09) 477 0338 • PO Box 65-385 • Mairangi Bay • Auckland 0754

POSITION/S APPLIED FOR: _____ **Ref No.** _____ **DATE:** _____

Please mark 'See CV' on this form where information is supplied on a separate Curriculum Vita.

PERSONAL INFORMATION (PLEASE PRINT)	
First Name:	Surname:
Preferred Name:	
Address:	
Suburb and town:	
Telephone home:	Work:
Mobile:	Email:

WHERE DID YOU HEAR ABOUT THIS JOB?	
TradeMe <input type="checkbox"/>	Seek <input type="checkbox"/>
Local Newspaper <input type="checkbox"/>	Website <input type="checkbox"/>
Word of Mouth:	Equip Staff Member:
Other:	

RESIDENT STATUS (you may be required to produce evidence, i.e. NZ Citizenship, Work Permit)	
New Zealand Citizen <input type="checkbox"/>	Working Visa <input type="checkbox"/>
Permanent Resident <input type="checkbox"/>	Other <input type="checkbox"/>
Comments:	

QUALIFICATIONS		
Do you have any qualifications/certificates/licences/or have you attended any courses relevant to the position applied for? (Please give details).		
Date	Qualification etc.	Conducted By

EMPLOYMENT HISTORY List your current or most recent employer first	
Current/Most Recent Employer	
Nature of Business	
Address	
Position Held	
Main Duties	
No. of Hrs Worked/Week	
Length of Service	
Date employed	
Reason for Leaving	
Next Recent Employer	
Nature of Business	
Address	
Position Held	
Main Duties	
No. of Hrs Worked/Week	
Length of Service	
Date Employed	
Reason for Leaving	

Give details of any other job which may be relevant

Employer	Position Held	From	To

Have you been the subject of any disciplinary action within the last 2 years? Yes No

If yes, please explain

GENERAL

	Yes	No	Comments/Details
Are you looking for full time work?			
Do you have secondary employment? If yes, please detail			
Have you ever worked for Equip (formerly Te Ara Hou Trust) before? If yes, when and where?			
Have you ever applied for a job with Equip? If yes, when?			
Are you prepared to work rostered days/nights if required?			
Applicants must have a NZ full drivers licence. Do you have a current NZ full drivers licence? (please attach a copy)			
Are there any reasons why you would be unable to attend your place of employment on time?			
Do you have any periods of study and/or leave planned in the next 12 months? If yes, please detail.			
Have you any previous criminal convictions and/or pending criminal investigations or charges? If yes, please detail.			
Have you any previous traffic offences that incurred demerit points or caused suspension of your driving licence? If yes, please detail			
Do you have any known condition that might put our staff or clients at risk or that might affect your ability to perform in the role for which you have applied? e.g. allergies, back injury, repetitive strain injury, fibromyalgia. If yes, please detail			
Do you agree to undergo a medical examination if required?			
Is there anything else you haven't told us that may be relevant to this job? If yes, please detail			

If your application is accepted, when can you commence employment?

REFEREES

Give name, address and telephone number of at least two referees including most recent employer

Referee	Relationship to Referee	Period Known	Phone Number	Address
1.				
2.				

I consent to Equip seeking verbal or written information on a confidential basis about me from my referees (as nominated within my application) and authorise the information sought to be released by them for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by Equip is supplied in confidence as evaluative material, and will not be disclosed to me.

Please be advised that a police check will be carried out in order for your application to be considered. If information is returned by the police that you have a criminal record which is different from what you have declared on your application, Equip reserve the right to terminate your employment forthwith.

DECLARATION

I declare that to the best of my knowledge, the answers to the questions in this application and during the recruitment and selection process are correct. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment may be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC. I authorise this company, if applicable, to request a copy of my credit and qualifications record, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. I agree, if required, to submit to any drug/alcohol test required of me.

Have you read the Job/Position Description? Yes No

Print Name: _____ Date _____

Signature: _____

Please be advised that your application will be shredded, unless you request your Curriculum Vitae returned.

Please return:

Equip Application Form	<input type="checkbox"/>
Separate Curriculum Vitae	<input type="checkbox"/>
Cover Letter	<input type="checkbox"/>
Copy of Drivers Licence (front & back)	<input type="checkbox"/>
Current Working Visa (if applicable)	<input type="checkbox"/>

Please send the above completed forms to:

Email to:

front.desk@equip.net.nz , or

Personal Delivery to:

Equip
550 East Coast Road
Mairangi Bay
North Shore, or

Post to:

Equip
PO Box 65 385
Mairangi Bay
Auckland 0754