



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.				

