

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

PAK'nSAVE

LOWER HUTT

Congratulations for taking the first step to join our team. Please take the time to personally complete this application (please print). If you require any special assistance to complete this form, please advise us of your requirements. If including a CV, please do not send original documents as CVs will not be returned. Please complete in your own handwriting.

The completion of this does not indicate that there is any obligation to engage or employ the applicant.

This information is collected for the purpose of assessing your suitability for employment at PAK'N SAVE LOWER HUTT.

Note: We will only make contact if we require you to attend an interview.

APPLICANTS DETAILS:

Full Name (Please print in Block Letters):

Date of Application: ____ / ____ / ____

First Name:

Last Names:

Preferred name / known as (if different from above)

ADDRESS DETAILS

Number/ Street Address:

Suburb:

City:

Contact Home Number:

Contact Mobile Number:

Email:

Was your legal age at your last birthday over 15 or older (circle) **YES / NO** Date of Birth: (optional)

Position/s Applied for:

If applying for any position (please tick)

If successful, when would you be available to commence employment?

Do you have any prior obligations which may require your absence from work? Please specify.

Your legal entitlement to work in New Zealand: (Please tick the box that applies to you)

☐

I am a New Zealand Citizen

☐

Existing Kiwi Saver

Yes / No

☐

I hold a Work Permit with conditions permitting this employment.

WP number:

Expiry date:

☐

I hold a NZ Residence Permit

☐

I hold a Student Permit with conditions permitting this employment.

WP number:

Expiry date:

Note: Failure to have clear evidence of being legally able to work in New Zealand or providing false information or misrepresenting your eligibility to work in New Zealand may result on any employment being terminated or an offer of employment withdrawn.

Please provide a copy of Visa and Passport.

PLEASE NOTE: YOU ARE REQUIRED TO PROVIDE EVIDENCE OF YOUR LEGAL RIGHT TO WORK IN NZ WHERE APPROPRIATE.

Please describe why you want to work for Pak'n Save:

AVAILABILITY

Do you have any commitments or interests which may interrupt your regular attendance at work? YES/NO
(If yes please provide details below e.g., representative sport)

Do you currently have any secondary employment? YES/NO
(If yes please provide details below e.g., who it is with)

Are you prepared to work extra shifts due to seasonal requirements if requested? YES/NO

As this is a seven-day operation there you maybe required to work at least one partial or full weekend day each week.
Is this an issue? YES/NO

(If yes please provide details below e.g., representative sport)

What type of employment are you looking for? (Please circle) **FULL TIME / PART TIME / CASUAL / FIXED TERM**

Please also indicate below the days and hours you are available to work: (Store operates from 7am to 10pm every day) Nightfill Operates 10pm to 7am

	Time From	Time To	Total Number of Hours	Any Hours (please tick)	Not Available
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

EDUCATION: (including University / further education etc where applicable)

Highest Education Level attained e.g. (Secondary / University / Tech etc.)

Are you currently undertaking any studies? YES/NO

Do you hold any relevant NZQA certificates or other industry related qualifications? YES/NO

List below (e.g. SAP, payroll, computing, food safety, health and safety, customer service, inwards goods, retail)

Do you hold a current driver's licence? Learners / Restricted / Full YES/NO

Do you have a NZ IRD Number YES/NO

Do you have a NZ Bank Account YES/NO

Do you hold a current General Managers Liquor Certificate? YES/NO

Have you ever completed an apprenticeship programme in any trade and / or currently hold appropriate trade certification / papers? YES/NO

(If yes please enter the details in the space below including employer details and qualifications obtained)

NB: Evidence of qualifications will be required prior to any offer of employment (if applicable)

SKILLS AND EXPERIENCE

Please outline below any skills and experience which maybe relevant to position you are applying for:

EMPLOYMENT HISTORY

Please list your previous work experience below

From	To	Position/s	Company	Reason for leaving

Please list any reasons for breaks in your employment history:

REFEREES: (Please provide the following details for at least two referees who may be contacted for a reference. We would prefer one to be a direct Manager.

REFEREE 1:

Name:		Position / Job Title:	
Relationship to you e.g., Manager:			
Contact Address:			
Contact Phone Number:			

REFEREE 2:

Name:		Position / Job Title:	
Relationship to you e.g., Manager:			
Contact Address:			
Contact Phone Number:			

DEPARTMENTS

If you are employed by Pak'n Save Lower Hutt, you may be required to work in different departments. Please place a tick the departments you are interested in.

Dry									
Grocery		Nightfill (10pm-7am		Storeroom		Liquor		Checkouts/Lotto	
Online		Office		Cleaning		Trolleys		Security	
Chilled Foods		Frozen Foods							
Fresh									
Bakery		Butchery		Deli		Seafood		Produce	

GENERAL INFORMATION

Do you have a spouse, partner, relative or household member working in our store?

YES/NO

(If yes please indicate below whom they are where they work and the position they hold)

MEDICAL

(It is important that all questions in this section are answered fully)

Have you had an injury or medical condition caused by gradual process, disease or infection for example hearing loss, allergy or sensitivity to chemicals, exposure to asbestos, skin irritants or repetitive strain injuries that may be aggravated or further contributed to by the tasks of this job?

YES/NO

(If yes, please give details below and information on pre-existing conditions and on how PAK'N SAVE LOWER HUTT might reasonably accommodate your disability or condition)

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Do you suffer from any injury, ailment or other disability (mental or otherwise) which may adversely affect your regular attendance at work or adversely affect your work performance? YES/NO

(If yes, please give details below)

Do you agree to see the company doctor, at the company expense, in all instances of work-related injury? YES/NO

NB: If you are offered employment, the offer may be subject to your obtaining a full medical clearance (by completion of medical examination) to assess your fitness for the job for which you are applying.

Do you consent to undergo a medical examination if requested as a condition of your employment? YES/NO

Roles within our store can involve manual and at times repetitive motion.

To ensure you are safely able to do the job applied for, do any of the following apply to you: Would you have any difficulty performing any of the following tasks?

Standing for long periods of time YES/NO

Kneeling YES/NO

Lifting Heavy products and boxes (up to 20kg) YES/NO

Lifting from floor to shelf YES/NO

Climbing stairs/ladders YES/NO

If YES, please provide details

CRIMINAL CONVICTIONS CHECKS Do you have any criminal convictions, not including any legally concealed under the Clean Slate Act? YES/NO

(see Note below)

If yes please provide details:

Have you been subject to a Diversion ordered by the Courts? Are you awaiting the hearing of charges in a civil or criminal court of law?

YES/NO

If YES please provide details:

Do you consent to an MOJ check as a condition of your employment? YES/NO

NB: Convictions or pending court dates do not necessarily exclude you from consideration for a position.

You are not required to provide any information that is eligible to be concealed under the Criminal Records (Clean Slate) Act 2004 (under the Criminal Records (Clean Slate) Act 2004, you may only legally conceal / withhold a criminal offences providing all of the following are met: 1. no convictions within the last 7 years; 2. never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced; 3. never been sentenced to a custodial sentence (e.g. imprisonment, corrective training, borstal); Not been convicted of a "specified offence" (e.g. sexual offending against children and young people or the mentally impaired) 4. paid in full any fine, reparation or costs ordered by the Court in a criminal case; 5. never been indefinitely disqualified from driving under section 65 Land Transport Act 1998 or earlier equivalent provision).

PRIVACY ACT CONSENT

Do you consent to the Company retaining the information contained in this application for the purposes of considering your suitability for other positions which may arise with this Company in the future? YES/NO

DECLARATION

I (full name)

1. Declare that the answers to the questions in the application are true and correct and I understand that the information requested within this application form is sought to establish my suitability for the position that I am applying and that if I do not provide such information then this application for employment may be rejected.
2. Authorise any screening processes PAK'N SAVE LOWER HUTT sees fit to exercise in considering this application. I understand this process may include verifying previous employer references and checking of criminal and medical records.
3. Note that any offer of employment does not constitute an employment agreement until a separate agreement has been evidenced in writing and signed by PAK'N SAVE LOWER HUTT and myself.
4. Am not aware of any personal circumstance, medical condition or disability that would limit my ability to adequately perform the role for which I seek appointment.
5. Accept that, should my application be successful, the foregoing information will form part of my contract of employment and falsification of any information is grounds for dismissal.

Signature

Date: ____ / ____ / ____

Thank you for applying for a position at PAK'N SAVE LOWER HUT